





**FRP (EPA TT&R)**

**Oregon**

**Oregon, OH**

**Plan Last Revised: 05/22/2019**

**Confidential**

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## PLAN APPROVALS AND REVIEWS

### DISTRIBUTION LIST

This Facility Response Plan (FRP) has been distributed to the following individuals and organizations:

PLAN HOLDER	ADDRESS	NUMBER OF COPIES	
		PAPER	ELECTRONIC
U.S. EPA Region 5, Attn: Alexander C. Tzallas, FRP Coordinator	<b>Office Address:</b> 77 W. Jackson Blvd. SE-5J Chicago, IL 60604-3590	0	USB-FRP/ERAP
<b>Confidential</b> Terminal Manager, Oregon	<b>Office Address:</b> 4131 Seaman Road Oregon, OH 43616	1-ERAP	Online
<b>Confidential</b> Terminal Manager, Detroit, MI Asphalt		0	Online
<b>Confidential</b>	<b>Office Address:</b> <b>Confidential</b>	0	USB/ERAP
<b>Confidential</b>	<b>Office Address:</b> <b>Confidential</b>	0	USB/ERAP

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## MANAGEMENT CERTIFICATION

APPLICABILITY OF SUBSTANTIAL HARM CRITERIA		YES	NO
Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?		Confidential	
Does the facility have a total oil storage capacity greater than or equal to one million gallons and, within any storage area, does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation?			
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (as calculated using the appropriate formula in or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?			
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (using the appropriate formula in or a comparable formula) such that a discharge from the facility would shut down a drinking water intake?			
Does the facility have a total oil storage capacity greater than or equal to one million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last five years?			
APPROVAL / CERTIFICATION			
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining information, I believe that the submitted information is true, accurate, and complete. This Plan will be implemented as herein described.			
<b>Management</b>			
Signature:	Confidential		
Name (Please type or print):	Confidential		
Title:	Confidential		
Date:	Confidential		
<b>Designated person accountable for oil spill prevention at the facility:</b>			
Name:			
Title:			

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## PLAN REVIEW & REVISIONS

### PLAN REVIEW & REVISIONS

#### PLAN REVIEW AND REVISION PROCEDURES

Facility personnel will review and revise this plan as follows per EPA regulation:

- **Review** relevant portions of the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) and applicable Area Contingency Plans annually and, if necessary, revise the FRP to ensure consistency with these plans.
- **Review and Update** this FRP periodically to reflect changes at the facility.
- **Revise and resubmit** revised portions of this FRP within 60 days of each change that materially may affect the response to a worst case discharge, including those changes listed in 40 CFR Part 112.20(d)(1)(i)-(v):
  - i. A change in the facility's configuration that materially alters the information included in the response plan.
  - ii. A change in the type of oil handled, stored, or transferred that materially alters the required response resources.
  - iii. A material change in capabilities of the oil spill removal organization(s) that provide equipment and personnel to respond to discharges of oil.
  - iv. A material change in the facility's spill prevention and response equipment or emergency response procedures.
  - v. Any other changes that materially affect the implementation of the response plan. Submittals will include the EPA-issued facility identification number.
- **Provide copies of changes to EPA** as they occur for amendments to personnel and telephone number lists included in this FRP or a change in spill response organizations that do not result in a material change in support capabilities.

Submittals will include the EPA-issued facility identification number.

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**TERMINAL COMMITMENTS**

OIL SPILL RESPONSE PLAN COMMITMENTS			
Frequency	Commitment	Responsible Person	FRP Section
	Terminal Commitments are listed in the FTMS system and are aligned with this FRP.		

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**AGENCY SUBMITTAL / APPROVAL LETTERS**

[Click to view/print EPA Approval Letter 11/8/2016](#)

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 5  
77 WEST JACKSON BOULEVARD  
CHICAGO, IL 60604-3590

NOV 08 2016 ✓

REPLY TO THE ATTENTION OF:

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

MPLX Terminals LLC  
Oregon, OH Light Products Terminal  
FRP05A0538  
4131 Seaman Road  
Oregon, Ohio 43616

Re: Approval of Facility Response Plan under 40 C.F.R. § 112.20(c)(4)

Dear Sir or Madam:

The U.S. Environmental Protection Agency is required to periodically review the facility response plan (FRP) for each facility that EPA has determined could reasonably be expected to cause significant and substantial harm to the environment by discharging oil into or on the navigable waters or adjoining shorelines under 40 C.F.R. § 112.20(c)(4). EPA has reviewed the certification and information that you submitted in response to EPA's FRP five year review letter, and finds that your FRP meets the requirements for FRPs under the oil pollution prevention regulations at 40 C.F.R. § 112.20.

This FRP approval is based on the information provided to EPA by the facility owner/operator. EPA reserves the right to reconsider the approval of this FRP if additional information warranting reconsideration becomes available. This approval shall in no way restrict EPA's authority to enforce the Clean Water Act, 33 U.S.C. § 1251 *et seq.*, its implementing regulations, or any other federal law.

Please be advised that under 40 C.F.R. § 112.20(d)(1), the owner or operator of a subject facility must revise and submit revised portions of the FRP to EPA within 60 days of each facility change that materially may affect the response to a worst case discharge. Material changes that may require revisions to a FRP include changes in the facility's configuration; type of oil handled, stored or transferred; capabilities of the oil spill removal organization that provides equipment and personnel; facility's spill prevention and response equipment or emergency response procedures; and any other changes that materially affect the implementation of the FRP.

In addition, 40 C.F.R. § 112.20(d)(2) provides that, among other things, amendments to personnel and telephone number lists included in the FRP do not require EPA approval, but should be submitted to EPA as the revisions occur.

Please submit all future updates and revisions to the FRP on a thumb drive or compact disc in Portable Document Format (PDF) or similar format. All information should be submitted to:

Alex Tzallas,  
FRP Coordinator  
US EPA  
77 W. Jackson Blvd. (SE-5J)  
Chicago, IL 60604


If you have any questions regarding this correspondence, please contact Alex Tzallas, Region 5 FRP Coordinator, at (312) 886-0622.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason El-Zein', with a stylized flourish at the end.

Jason El-Zein, Chief  
Emergency Response Branch #1

## RECORD OF CHANGES

DATE OF CHANGE	DESCRIPTION OF CHANGE
5/22/2019	Transferred FRP into the SMARTPLAN format. Changes include: updated drawings in 1.9, updated personnel in 1.3.4, updated equipment list in 1.3.2, updated OSRO contracts in Appendix A Revised planning distance in 1.4.2 Vulnerability Report (contains updated drawings/vulnerable locations). Response Plan Cover Sheet - Number of Aboveground Oil Tanks revised. <b>Confidential</b> 

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**FACILITY RESPONSE PLAN****1.2 FACILITY INFORMATION****1.2.1 FACILITY NAME AND LOCATION**

Facility Name:	Oregon
Location (Street Address):	4131 Seaman Road
City/State/Zip:	Oregon, OH 43616
County:	Lucas
Phone Number:	Confidential
Fax Number:	Confidential
Facility Response Plan Number:	EPA-FRP-05A0538

**1.2.2 LATITUDE AND LONGITUDE**

Latitude:	41 ° 39 '07 N
Longitude:	83 ° 27 '01 W

**1.2.3 WELLHEAD PROTECTION AREA**

To the best of our knowledge, there is no groundwater protection plan for this area.

**1.2.4 OWNER / OPERATOR**

Owner:	MPLX Terminals LLC
Location (Street Address):	539 S. Main Street
City/State/Zip:	Findlay, OH 45840
County:	Hancock
Phone Number:	Confidential
24 Hr. Emergency Phone Number:	Confidential

Operator:	MPLX Terminals LLC
Location (Street Address):	539 S. Main Street
City/State/Zip:	Findlay, OH 45840
County:	Hancock
Phone Number:	Confidential
24 Hr. Emergency Phone Number:	Confidential

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## 1.2.5 QUALIFIED INDIVIDUAL

Qualified Individual	Position	Address	Phone	Response Training
<b>Confidential</b> Qualified Individual	Terminal Manager, Oregon Incident Commander; Operations Section	<b>Office Address:</b> <b>Confidential</b>	<b>Confidential</b> (Office) <b>Confidential</b> (Mobile)	29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response Q/IC Training
<b>Confidential</b> Alternate Qualified Individual	Terminal Manager, Detroit, MI Asphalt Qualified Individual; Operations Section	<b>Office Address:</b> <b>Confidential</b>  <b>Home Address:</b> <b>Confidential</b>	<b>Confidential</b> (Office) <b>Confidential</b> (Mobile)	29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response Q/IC Training

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**1.2.6 DATE OF OIL STORAGE START-UP**

Date of Oil Storage Start-up:	1952
Date Assumed Ownership:	1952
SIC Codes:	5171
FRP No.:	EPA-FRP-05A0538

**1.2.7 CURRENT OPERATION**

This Facility Response Plan (FRP) has been prepared in compliance with 40 CFR Part 112.

**General**

The terminal is located at 4131 Seaman Road, Oregon, OH 43616. The geographic location is approximately 3 miles south of Lake Erie east of Toledo, in the City of Oregon. **Confidential**

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**1.2.8 DATES AND TYPES OF SUBSTANTIAL EXPANSION**

<b>Substantial Expansion(s)</b>	<b>Date</b>	<b>Type</b>
Terminal was built	1952	Original build
Tank [REDACTED] was added.	1972	Tank additions
Tank [REDACTED] was replaced and [REDACTED] was added.	2003	Tank replacement and addition
WAT tanks [REDACTED] were taken out of service and replaced with a frac tank.	2015	Replacement
[REDACTED] and Frac tank were removed offsite	2017	Replacement
[REDACTED] Drain down sump were added	2018	Tank addition

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## 1.3 EMERGENCY RESPONSE INFORMATION

### 1.3.1 NOTIFICATION

**Spill Reporting Procedure** on the following page consists of a decision tree designed to help the QI with spill notification decisions.

**Emergency Notification Phone List** identifies and prioritizes the names and phone numbers of the organizations and personnel that need to be notified in the event of an emergency. The list is divided into two sections with notification sheets. The first sheet lists the required notifications. The following sheets list the optional notifications to be performed as appropriate for the situation. These numbers must be verified each time that this plan is updated. This list is accessible to all facility employees to ensure that, in case of a discharge, any employee on-site could immediately notify the appropriate parties.

**Spill Response Notification Form** is a checklist of information that shall be provided to the National Response Center and other response personnel. At the time of notification, all information on this list must be known or be in the process of being collected. However, spill notification should be made PROMPTLY; notification is not to be delayed while collecting the information.

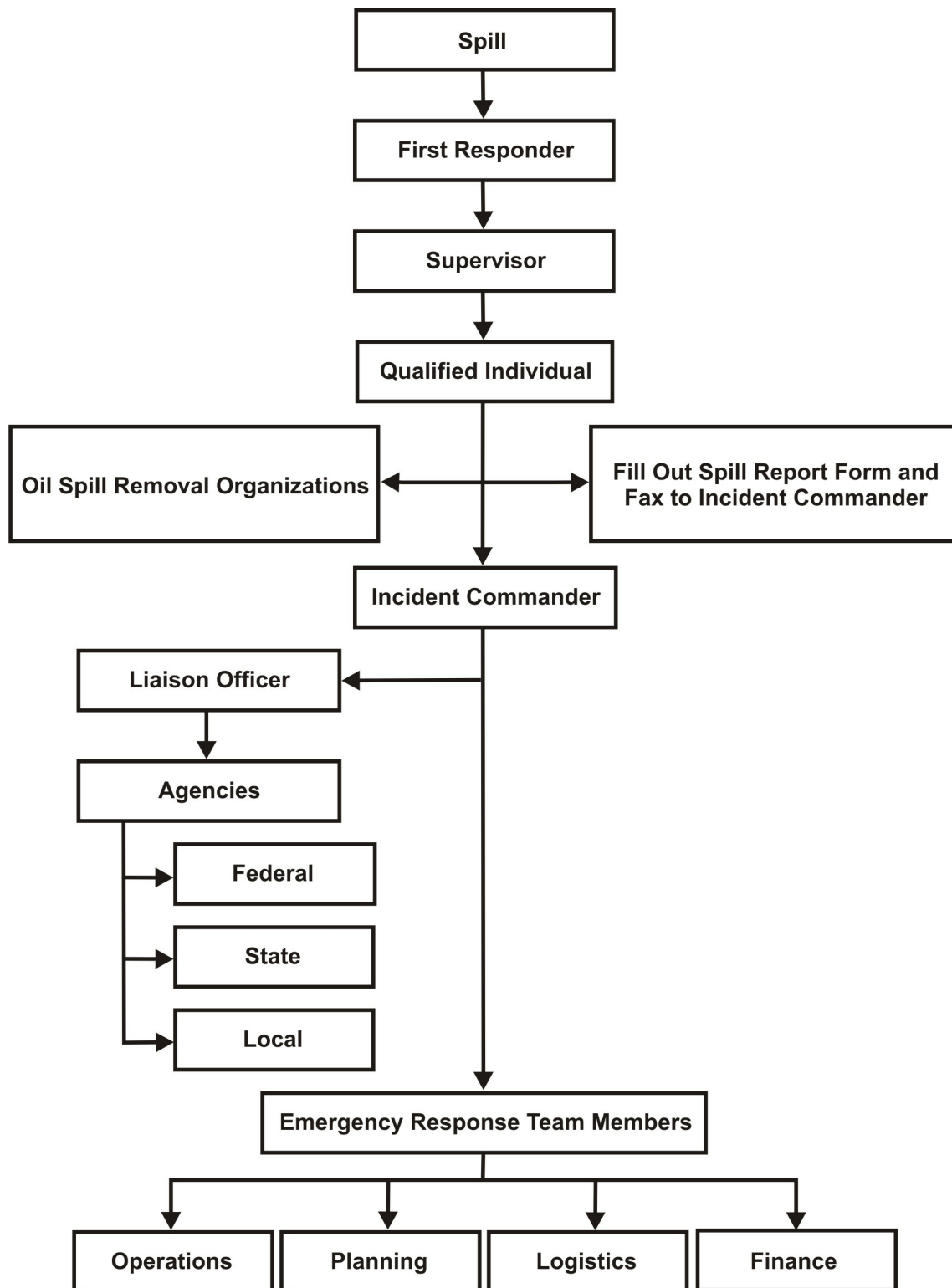
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1.3 Emergency Response Information

## Spill Reporting Procedure



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1.3 Emergency Response Information

## Facility Response Team

The **Facility Response Team** list is comprised of both Facility emergency response personnel (referenced by job title/position) and the emergency response contractors (OSRO companies). They will respond immediately upon discovery of an oil spill (i.e., the first people to respond). These are the people normally on-site or the primary response contractors that would come from off-site locations. Refer to **SECTION 1.3.6** for type and date of response training.

The Qualified Individual (QI) and Alternate QI have been granted the authority, including contracting authority, to implement the Facility Response Plan. Terminal personnel comprise the Facility Response Team (FRT). The Initial FRT will consist of the Terminal personnel on-duty at the time of an incident.

\* 24-hour number

FACILITY RESPONSE TEAM	
<b>Facility Response Team</b>	
<b>Confidential</b> Terminal Manager, Oregon <b>Qualified Individual</b> Incident Commander; Qualified Individual Response Time: 1 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response QI/C Training	<b>Confidential</b> (Office) <b>Confidential</b> (Mobile)
<b>Confidential</b> Operations Tech Operations Section Response Time: 1 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile) <b>Confidential</b> (Home)
<b>Confidential</b> Operations Technician Operations Section Response Time: 1 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> (Mobile)
<b>Confidential</b> Environmental Professional Env/Liaison Response Time: 2 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Safety Professional Safety Officer Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER	<b>Confidential</b> (Office) <b>Confidential</b> (Mobile)

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1.3 Emergency Response Information

## Emergency Response Personnel and Business Unit Notifications

The **Emergency Response Personnel** list includes all personnel employed by the facility whose duties involve responding to emergencies, including oil spills, even when they are not physically present at the site.

The Qualified Individual (QI) and Alternate QI have been granted the authority, including contracting authority, to implement the Facility Response Plan. Terminal personnel comprise the Facility Response Team (FRT). The Initial FRT will consist of the Terminal personnel on-duty at the time of an incident.

\* 24-hour number

DISTRICT RESPONSE TEAM	
Northern Terminal Operations, Detroit Area Response Team (Company Response Team)	
<b>Confidential</b> Northern Terminal Operations District Manager Incident Commander Response Training: HAZWOPER (Technician) Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response QI/C Training	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> District Engineer Planning Response Time: 2 (hours)	<b>Confidential</b> (Mobile)
<b>Confidential</b> Detroit Area Manager Incident Commander Response Time: 2 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Environmental Professional Env/Liaison Response Time: 2 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Safety Professional Safety Officer Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> HR Advisor Public Affairs Response Time: 2 (hours)	<b>Confidential</b> * (Mobile)
<b>Confidential</b> Terminal Manager, Detroit, MI Asphalt <b>Alternate Qualified Individual</b> Qualified Individual; Operations Section Response Time: 1 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response QI/C Training	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)

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1.3 Emergency Response Information

**Emergency Response Personnel and Business Unit Notifications, Continued**

\* 24-hour number

DISTRICT RESPONSE TEAM, CONTINUED	
Northern Terminal Operations, Detroit Area Response Team (Company Response Team), Continued	
<b>Confidential</b> Global Procurement Logistics Section Response Training: HAZWOPER (Awareness) Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Operations Analyst Finance Section Response Training: HAZWOPER (Awareness) 29 CFR 1910.120 HAZWOPER	<b>Confidential</b> (Office)

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1.3 Emergency Response Information

## External Notifications

\* 24-hour number

EXTERNAL NOTIFICATIONS	
<b>Initial Notifications</b>	
Confidential	Confidential Confidential Confidential
National Response Center (NRC)	800-424-8802 * 202-267-2675
<b>Local Emergency Responders</b>	
Police/Fire/Ambulance	911 *
Fire Chief, Oregon Fire Department	419-691-5787
Oregon Police Department	419-698-7064 419-691-5787
Sheriff's Department	419-243-5111
Director, Lucas County LEPC	419-213-6527
<b>Medical Facilities</b>	
Hospitals (St. Charles) Emergency Command Post	419-696-7500
<b>Federal &amp; State Agencies</b>	
EPA- Region 5 Response Center	312-353-2318 *
US Coast Guard - MSO Toledo	419-418-6000
EPA- Central District Office (Bowling Green)	419-352-8461 800-686-6930
Ohio Environmental Protection (Columbus, OH)	614-644-3020
State Police Department	419-666-1323
Ohio State Fire Marshal	614-752-8200 * 888-252-0803 * 800-589-2728 (After Hours)
Ohio Emergency Response Commission (SERC)/EPA	888-644-2260 614-644-2260
Ohio Fusion Center/Strategy Analysis and Information Center (Columbus)	877-647-4683 614-799-3555 (M-F; 8am - 5pm) (Rolls to State Police After)
<b>Pipeline Emergency Contact (Contingent on Conditions of Incident)</b>	
Buckeye Pipeline - Emergency	800-331-4115 (Office)
<b>Other Numbers (Internal, etc.)</b>	
Confidential	Confidential
Confidential	Confidential

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1.3 Emergency Response Information

**External Notifications, Continued**

\* 24-hour number

EXTERNAL NOTIFICATIONS, CONTINUED	
Other Numbers (Internal, etc.), Continued	
Confidential	Confidential
<b>Fire Fighting Services &amp; Equipment</b>	
Williams Fire & Hazard Control	409-727-2347 Ext. (24 Hr) * 409-971-4100
Vanguard Fire	800-826-8577
<b>Weather and Media</b>	
Local Weather	419-936-1212 (Office)
WKKO Radio	419-240-1000
WRVF Radio	419-240-1015 (Office)
WSPD Radio News	419-244-6397 (Office)
WNWO TV	419-535-0664
WTVG TV	419-534-3858 (Office)
WTOL TV	419-248-1100 (Office)
<b>Utilities</b>	
Consumers Power	800-482-7171 (Office)
Toledo Edison Power Co. - Electric	888-544-4877
Columbia Gas Company	800-344-4077 (Office)
Water (Oregon)	419-698-7039 (Office)
<b>State Trustees of Sensitive Areas</b>	
State of Ohio Natural Resource Trustee (Ohio EPA Emergency Response Unit)	800-282-9378
<b>Security Contractors</b>	
Securitas Security Systems	800-382-9132 (Office) 419-537-9360 * (Office)
<b>Neighboring Facilities</b>	
Schweizer Farm & Greenhouse	419-691-0694 (Office)
Confidential	Confidential
Confidential	
Norfolk & Southern Railroad	800-946-4744
BP Refinery	419-698-6324 (Office)

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**External Notifications, Continued**

\* 24-hour number

EXTERNAL NOTIFICATIONS, CONTINUED	
Neighboring Facilities, Continued	
Harrison Floors	419-691-9766 (Office)

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1.3 Emergency Response Information

## Oil Spill Removal Organizations (OSROs)

\* 24-hour number

OIL SPILL REMOVAL ORGANIZATIONS (OSROs)	
USCG CLASSIFIED OSRO	
Confidential [REDACTED]	Confidential [REDACTED]
Confidential [REDACTED]	
Confidential [REDACTED]	
Confidential [REDACTED]	Confidential [REDACTED]
Confidential [REDACTED]	
Confidential [REDACTED]	
Confidential [REDACTED]	Confidential [REDACTED]
Confidential [REDACTED]	
NON USCG CLASSIFIED OSRO	
Confidential [REDACTED]	Confidential [REDACTED]
Confidential [REDACTED]	
Confidential [REDACTED]	
Confidential [REDACTED]	Confidential [REDACTED]
Confidential [REDACTED]	

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1.3 Emergency Response Information

**1.3.1 NOTIFICATION, CONTINUED**

Form 100 – Incident Response Notification Form

**Form 100 – Incident Response Notification Form, Page 1 of 4**

40 CFR Part 112 Appendix F 1.3.1

		Caller Information			
Date	Time	Reporter's Name		Position within Company	
Reporter's Facility (address)		Facility Owned by Company		Division of Company	
Responsible Party					
Phone Number		Fax Number		Calling for Responsible Party (Y or N)	
				Calling for Federal Reporting Obligations (Y or N)	
		Incident Description			
Date of Incident		Time		Weather	
Reason for Discharge		Incident Latitude/Longitude		Incident River Mile Post	
Incident Address/Location		Nearest City/County/State		Distance from City (Miles & Direction)	
Material Discharged (Y or N) Confidential (Y or N)		Material in Water? (Y or N)		Name of Water Body	
Container (Drum/Tank/Line, etc.)		Storage Capacity (bbl. or gal.)		Facility Total Storage Capacity	
<b>Chris Code (Material)</b>	<b>Total Discharge Amount (est.)</b>	<b>Unit bbl. or gal.</b>	<b>Material in water (est.)</b>	<b>Unit bbl. or gal.</b>	

**Initial notifications should not be delayed pending the collection of all information.**

Form 100 Incident Response Notification  
 Planning-Emergency Preparedness and  
 Response/5 yrs after revised, superseded,  
 or obsolete

CUSTODIAN: TTR HESS PPG

REVISED: 2016

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1.3 Emergency Response Information

## 1.3.1 NOTIFICATION, CONTINUED

**Form 100 – Incident Response Notification Form, Page 2 of 4**

40 CFR Part 112 Appendix F 1.3.1

Response	Action
Actions Taken (Stop, Contain, Recover)	
<b>Impact</b>	
Number of Injuries	Number of Deaths
Evacuation (Y or N)	Number Evacuated
Damage	Damage Estimate (Dollars)
Medium Affected	
Shoreline impacted (Y or N)	
Environmental Sensitive Area (Y or N)	
Water Intakes (Y or N)	
<b>Additional Information</b>	
Any important information not specified elsewhere. Media attention?	

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1.3 Emergency Response Information

## 1.3.1 NOTIFICATION, CONTINUED

## Form 100 – Incident Response Notification Form, Page 3 of 4

40 CFR Part 112 Appendix F 1.3.1

<b>Reporters Name</b>	
<b>Date</b>	
<b>Facility Name</b>	
<b>Owner's Name</b>	
<b>Facility ID Number</b>	
<b>Agency Notification NRC, USCG, EPA, State LEPC, etc.</b>	
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
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Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:

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 1.3 Emergency Response Information

## 1.3.1 NOTIFICATION, CONTINUED

**Form 100 – Incident Response Notification Form, Page 4 of 4**

40 CFR Part 112 Appendix F 1.3.1

Agency Response	
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Contractor Notifications	
Contractor:	Comments:
Name of Contact:	Arrival Time:
Time Contacted:	
Contractor:	Comments:
Name of Contact:	Arrival Time:
Time Contacted:	
Contractor:	Comments:
Name of Contact:	Arrival Time:
Time Contacted:	
Contractor:	Comments:
Name of Contact:	Arrival Time:
Time Contacted:	
Company Notifications	
Contact:	Comments:
Time:	Arrival Time:
Contact:	Comments:
Time:	Arrival Time:
Contact:	Comments:
Time:	Arrival Time:

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1.3 Emergency Response Information

### 1.3.2 RESPONSE EQUIPMENT LIST

The facility is equipped with some response equipment, including a small inventory of sorbent supplies. Additionally, the facility maintains some fire extinguishers on-site. These resources are for initial release mitigation efforts for small spills or leaks by facility personnel, as they may deem appropriate. A listing of materials typically on hand is provided in the following table. Launching sites are described in **SECTION 1.5.3** Worst Case Discharge - Response Strategies

[Click to view/print Response Equipment List](#)

Equipment listed above is appropriate for an immediate response by limited personnel to only very small spills. For larger spills, the facility would utilize an Oil Spill Removal Organization (OSRO) and other clean-up contractors for response to a discharge. OSROs on contract maintain 1,000' of containment boom and have any additional equipment that may be needed for response to a worst case discharge. See list of OSRO(s) for the Facility in **SECTION 1.3.4** of this plan and refer to **APPENDIX A** of this Plan for OSRO information, contracts, and equipment. Refer to **SECTION 1.7.1.1** for a comprehensive discussion of spills response resources and plan. Refer to **SECTION 1.5.3** Response Strategies for launching site locations.

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1.3 Emergency Response Information





**Launching Site Location Access**

LAUNCHING SITE LOCATION ACCESS		
Site / Map #	Is There A Locked Gate	Who Do You Call For Access
See the Tactical Response Plan document at the end of Section 1.5.3 for detailed tactical information.	No	

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1.3 Emergency Response Information

## OSRO Equipment

The Response Equipment Testing and Deployment Log or comparable terminal form is used to document the boom or other deployment drills for OSRO response equipment. These exercises are conducted to ensure that boom or other response equipment is operational and the personnel who would deploy and operate the equipment in a spill response are capable of doing so. Only a representative sample of each type of response equipment needs to be deployed and operated, as long as the rest is properly maintained. Representative samples of spill response equipment that will be relied upon for response to a small, medium, or worst-case discharge as discussed in **SECTION 1.7.1** will be tested and deployed on behalf of the facility by OSRO personnel annually in liaison with the terminal personnel. Testing of response equipment may be conducted while it is being deployed, and deployment drills may be performed during personnel training. Documentation for OSRO equipment testing/deployment is provided in **APPENDIX A** to this plan.

## Facility Equipment

## Response Equipment Testing and Deployment Log

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1.3 Emergency Response Information

### 1.3.4 PERSONNEL

#### Facility Response Team

The **Facility Response Team** list is comprised of both Facility emergency response personnel (referenced by job title/position) and the emergency response contractors (OSRO companies). They will respond immediately upon discovery of an oil spill (i.e., the first people to respond). These are the people normally on-site or the primary response contractors that would come from off-site locations. Refer to **SECTION 1.3.6** for type and date of response training.

The Qualified Individual (QI) and Alternate QI have been granted the authority, including contracting authority, to implement the Facility Response Plan. Terminal personnel comprise the Facility Response Team (FRT). The Initial FRT will consist of the Terminal personnel on-duty at the time of an incident.

\* 24-hour number

FACILITY RESPONSE TEAM	
Facility Response Team	
<b>Confidential</b> Terminal Manager, Oregon <b>Qualified Individual</b> Incident Commander; Qualified Individual Response Time: 1 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response QI/C Training	<b>Confidential</b> (Office) <b>Confidential</b> (Mobile)
<b>Confidential</b> Operations Tech Operations Section Response Time: 1 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile) <b>Confidential</b> (Home)
<b>Confidential</b> Operations Technician Operations Section Response Time: 1 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> (Mobile)
<b>Confidential</b> Environmental Professional Env/Liaison Response Time: 2 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Safety Professional Safety Officer Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)

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 1.3 Emergency Response Information

## Emergency Response Personnel and Business Unit Notifications

The **Emergency Response Personnel** list includes all personnel employed by the facility whose duties involve responding to emergencies, including oil spills, even when they are not physically present at the site.

The Qualified Individual (QI) and Alternate QI have been granted the authority, including contracting authority, to implement the Facility Response Plan. Terminal personnel comprise the Facility Response Team (FRT). The Initial FRT will consist of the Terminal personnel on-duty at the time of an incident.

\* 24-hour number

DISTRICT RESPONSE TEAM	
Northern Terminal Operations, Detroit Area Response Team (Company Response Team)	
<b>Confidential</b> Northern Terminal Operations District Manager Incident Commander Response Training: HAZWOPER (Technician) Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response QI/C Training	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> District Engineer Planning Response Time: 2 (hours)	<b>Confidential</b> * (Mobile)
<b>Confidential</b> Detroit Area Manager Incident Commander Response Time: 2 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Environmental Professional Env/Liaison Response Time: 2 (hours)	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Safety Professional Safety Officer Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> HR Advisor Public Affairs Response Time: 2 (hours)	<b>Confidential</b> * (Mobile)
<b>Confidential</b> Terminal Manager, Detroit, MI Asphalt <b>Alternate Qualified Individual</b> Qualified Individual; Operations Section Response Time: 1 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response QI/C Training	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)

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1.3 Emergency Response Information

**Emergency Response Personnel and Business Unit Notifications, Continued**

\* 24-hour number

DISTRICT RESPONSE TEAM, CONTINUED	
Northern Terminal Operations, Detroit Area Response Team (Company Response Team), Continued	
<b>Confidential</b> Global Procurement Logistics Section Response Training: HAZWOPER (Awareness) Response Time: 2 (hours) 29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)
<b>Confidential</b> Operations Analyst Finance Section Response Training: HAZWOPER (Awareness) 29 CFR 1910.120 HAZWOPER	<b>Confidential</b> (Office)

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1.3 Emergency Response Information

## Emergency Response Contractors

The **Emergency Response Contractors** list includes primary and secondary emergency response contractors retained by the facility. For larger spills, the facility would utilize an Oil Spill Removal Organization (OSRO) and other clean-up contractors for response to a discharge. OSROs on contract maintain 1,000' of containment boom and have any additional equipment that may be needed for response to a worst case discharge. Refer to **APPENDIX A** to this plan for OSRO information, contracts, and equipment and **SECTION 1.7.1.1** for a discussion of response resources, including contractor resources.

\* 24-hour number

EMERGENCY RESPONSE CONTRACTORS						
NAME/TITLE	PHONE NUMBER	RESPONSE TIME (hours)	RESPONSIBILITY DURING RESPONSE ACTION	RESPONSE TRAINING TYPE <sup>1</sup>		
				1	2	3
Confidential	Confidential	24	Confidential	x		
Confidential	Confidential	24	Confidential	x		
Confidential	Confidential	24	Confidential	x		
Confidential	Confidential	24	Confidential	x		
Confidential	Confidential	24	Confidential	x		
EMERGENCY RESPONSE TRAINING TYPE <sup>1</sup>						
TYPE	DESCRIPTION					
1	29 CFR 1910.120 HAZWOPER					
2	OPA(Training Reference for Oil Spill Response) All Facility Personnel, SMT, QI Components					
3	Qualified Individual/Incident Command Training					

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1.3 Emergency Response Information

### 1.3.5 EVACUATION PLANS

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Stored material location	<ul style="list-style-type: none"><li>• Located in oil storage area.</li><li>• Confidential are stored in tanks inside secondary containment dikes. Evacuation routes are away from storage tanks. Some transfer piping is outside of containment.</li><li>• Identified in Facility Plot Plan. (SECTION 1.9, FIGURE 1)</li></ul>
Spilled material hazards	<ul style="list-style-type: none"><li>• Hazard is fire/explosion.</li><li>• The typical flammability and combustibility of Confidential. SDSs are on site that explain the hazards.</li></ul>
Water currents, tides or wave conditions	<ul style="list-style-type: none"><li>• N/A</li></ul>
Alarm/Notification system location	<ul style="list-style-type: none"><li>• There is no alarm system. Notification would be made by word of mouth and cell phones.</li></ul>

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1.3 Emergency Response Information

**1.3.5 EVACUATION PLANS, CONTINUED**

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Alternate evacuation routes	<ul style="list-style-type: none"><li>• Alternate routes; refer to Evacuation Plan Diagram. (<b>SECTION 1.9, FIGURE 3</b>)</li><li>• The best route is south towards Seaman Road.</li></ul>
Injured personnel transportation	<ul style="list-style-type: none"><li>• Emergency services can be mobilized to the Facility. (<b>SECTION 1.3.1</b>)</li><li>• Hospitals are listed in Section 1.3.4</li><li>• Hospital will be contacted and ambulance will be used to transport critically injured personnel.</li></ul>
Community evacuation plans	<ul style="list-style-type: none"><li>• Company may request local police, county sheriff and/or state police assistance (<b>SECTION 1.3.1</b>). Community evacuations are the responsibility of these agencies.</li></ul>
Spill flow direction	<ul style="list-style-type: none"><li>• Identified in Facility drainage diagram. (<b>SECTION 1.9, FIGURE 2</b>)</li><li>• <b>Confidential</b></li></ul>

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1.3 Emergency Response Information

## 1.3.5 EVACUATION PLANS, CONTINUED

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Prevailing wind direction and speed	<ul style="list-style-type: none"><li>• Because wind direction varies with weather conditions, consideration for evacuation routing will depend in part on wind direction.</li><li>• Prevailing winds at Oregon, OH (Toledo) is from WSW at 11 mph Nov through Feb, ENE 10-11 mph March through May, WSW at 7-9 mph June through September, and from SW at 8 mph in Oct.</li></ul>
Emergency personnel/response equipment arrival route	<ul style="list-style-type: none"><li>• Directions to nearest medical facility provided below.</li><li>• <b>Confidential</b></li></ul>
Evacuation routes	<ul style="list-style-type: none"><li>• Routes are summarized on Evacuation Plan Diagram (<b>SECTION 1.9, FIGURE 3</b>).</li><li>• To the south towards Seaman Road through the gates.</li><li>• Criteria for determining safest evacuation routes from facility may include: wind direction, potential exposure to toxins and carcinogens, intense heat, potential for explosion/fire, and blockage of planned route by fire, debris, or released liquid.</li></ul>
Centralized check-in area	<ul style="list-style-type: none"><li>• The Terminal Manager or the Designated Alternate will be responsible for taking the head count and administering instructions.</li><li>• On-site mustering point is the parking lot to the east of the office. Off-site is across Seaman Road.</li></ul>

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1.3 Emergency Response Information

**1.3.5 EVACUATION PLANS, CONTINUED**

<b>EVACUATION FACTORS</b>	
<b>FACTOR</b>	<b>DESCRIPTION</b>
Mitigation Command Center location	<ul style="list-style-type: none"><li>• Mobile Command Posts may be established as necessary.</li><li>• Terminal Office</li></ul>
Facility Shelter Location	<ul style="list-style-type: none"><li>• Not a safe harbor from fires, explosions, vapor clouds, or other significant emergencies; however, may be used for temporary shelter from inclement weather.</li><li>• Office/reception area.</li></ul>
Directions to nearest medical facility	Directions to Hospitals (St. Charles) Emergency Command Post: <ul style="list-style-type: none"><li>• Head west on Seaman Rd toward N Coy Rd</li></ul> Turn left onto Wheeling St Turn left onto Navarre Ave

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1.3 Emergency Response Information

### 1.3.6 QUALIFIED INDIVIDUAL'S DUTIES

The following table provides the Qualified Individuals (QIs) at the Facility. While these individuals have been granted the above authority to act as Qualified Individuals, it does not preclude other Company representatives from also performing these duties.

Qualified Individual	Position	Address	Phone	Response Training
<b>Confidential</b> Qualified Individual	Terminal Manager, Oregon Incident Commander; Operations Section	<b>Office Address:</b> <b>Confidential</b>	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)	29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response Q/IC Training
<b>Confidential</b> Alternate Qualified Individual	Terminal Manager, Detroit, MI Asphalt Qualified Individual; Operations Section	<b>Office Address:</b> <b>Confidential</b>  <b>Home Address:</b> <b>Confidential</b>	<b>Confidential</b> (Office) <b>Confidential</b> * (Mobile)	29 CFR 1910.120 HAZWOPER OPA90 Oil Spill Response Q/IC Training

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1.3 Emergency Response Information

### Qualified Individual (QI) Duties

Qualified Individuals have the following responsibilities and authority:

Qualified Individual (QI) Duties
(A) Activate internal alarms and hazard communication systems to notify on-site personnel.
(B) Notify all response personnel, as needed.
(C) Identify the character, exact source, amount, and extent of the release, as well as other items needed for notification.
(D) Notify and provide necessary information to the appropriate Federal, State and local authorities with designated response roles, including the National Response Center, State Emergency Response Commission, and Local Emergency Planning Committee.
(E) Assess the interaction of the spilled substance with water and/or other substances stored at the facility and notify response personnel at the scene of that assessment.
(F) Assess the possible hazards to human health and the environment due to the release, considering both the direct and indirect effects (i.e., the effects of any toxic, irritating, or asphyxiating chemicals that may be generated, or the effects of any hazardous surface water runoffs from water or chemical agents used to control fire and heat-induced explosion).
(G) Assess and implement prompt removal actions to contain and remove the substance released.
(H) Coordinate rescue and response actions as previously arranged with all response personnel.
(I) Use authority to immediately access company funding to initiate cleanup activities.
(J) Direct cleanup activities until properly relieved of this responsibility.
K) Ensure implementation incident mitigation procedures.
L) Ensure the notification of any of the Oil Spill Response Organizations (OSRO) or response contractor(s) listed in Section 1.3.1 in addition to any OSRO with which the Company has an Environmental Service Contract.
M) Ensure notification of any Terminal Transport & Rail District Manager and Support Managers for additional support.
N) Ensure a liaison relationship with the pre-designated FOSC.
O) Obligate funds requested to carry out response activities.
P) All Company QIs will comply with the requirements as set forth by Federal regulations, including: <ol style="list-style-type: none"> <li>1. Speaking fluent English</li> <li>2. Located within the United States</li> <li>3. Being available on a 24-hour basis</li> <li>4. Being familiar with the implementation of the Facility Response Plan</li> <li>5. Being trained in the responsibilities of the Qualified Individual within the Facility Response Plan</li> </ol>

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1.3 Emergency Response Information

**Company Qualified Individual Letter**

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1.3 Emergency Response Information









## 1.4 HAZARD EVALUATION

This section predicts where discharges could occur, based on an examination of the facility.

This section describes the products stored at this Terminal and their hazards. All Terminal tanks and their identification number, product, capacity, type, year built and size are described on the Storage Tank Identification & Secondary Containment/Diked Areas pages.

There are **Confidential**

These dikes are capable of containing the shell capacity of the largest tank plus freeboard for a 24-hour, 25-year storm event.

All of the aboveground tanks that contain oil or hazardous materials have secondary containment sufficient to contain the shell capacity of the largest tank plus freeboard for a rain event.

### Surface Impoundments

There are no surface impoundments as described in 40 CFR 112, Appendix F, Section 1.4.1.

### Schematic drawing of facility

The Site Plan Diagram (**FIGURE 1**) in **SECTION 1.9** of this plan identifies the following equipment and locations at the facility:

- Entire facility to scale
- Above and below ground bulk oil storage tanks
- Contents and capacities of bulk oil storage tanks
- Contents and capacity of drum oil storage areas
- Contents and capacities of surface impoundments
- Process buildings
- Transfer areas
- Secondary containment systems (location and capacity)
- Structures where hazardous materials are stored or handled, including materials stored and capacity of storage
- Location of communication and emergency response equipment
- Location of electrical equipment which contains oil

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1.4 Hazard Evaluation

## 1.4 HAZARD EVALUATION, CONTINUED

1.4 HAZARD EVALUATION, CONTINUED	
<b>Hazard Classification</b>	
The following products are flammable:	Confidential
The following products are combustible:	Confidential
<b>Location of Safety Data Sheets and SARA 312 Reports</b>	
Refer to <b>FIGURE B-1</b> . Safety Data Sheets (SDS) for all products and substances listed above are located in the Terminal office and are readily accessible. SDS are also posted on the Marathon intranet. SARA 312 Reports are located in the HES&S manuals.	
<b>Containment Areas and Tanks within each Containment Area</b>	
Containment Area CA-1 tanks:	Confidential
Containment Area CA-2 tank:	Confidential
Containment Area CA-3 tanks:	Confidential
Containment Area CA-4 tanks:	Confidential
Containment Area CA-5 tanks:	Confidential
Containment Area CA-6 tank:	Confidential
<b>Transfer Volumes</b>	
<ul style="list-style-type: none"> <li>• <b>Barge Transfers:</b> N/A</li> <li>• <b>Pipeline Transfers:</b> Approximately Confidential barrels</li> <li>• <b>Truck Transfers:</b> Up to approximately Confidential gallons.</li> </ul>	
<b>Terminal Operations</b>	
Confidential	
<b>Bulk Storage Tanks and Containers</b>	
Tanks are constructed with materials (steel and stainless) that are compatible with product stored in accordance with 40 CFR 112.8(c)(1). All tanks are steel and were constructed to comply with API 650, specifications at the time of construction. The capacity, dimensions, types of construction and roof type for each tank is listed in the tables in <b>SECTION 1.4.1</b> .	
Confidential	
Confidential	
All product storage tanks are welded steel construction, are compatible with the products stored and conditions of storage and comply with API or UL specifications.	
Dike drainage are observed frequently enough to detect for indication of possible upsets which may cause an oil spill event and discharged into navigable waters as described in 40 CFR 112.1(b). Monitoring of terminal effluent discharged from the site is conducted in accordance with the Company guidelines. The facility has a NPDES permit for hydrostatic tank test water only	
Visible discharges from any container or appurtenances including seams gaskets, piping, pumps, valves, rivets and bolts are promptly corrected upon discovery. If any oil is noted in the dike areas, it is promptly removed under the supervision of terminal personnel and disposed with the guidance from the facility the Environmental Professional in accordance with the Company's Waste Management Plan.	

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1.4 Hazard Evaluation

## 1.4 HAZARD EVALUATION, CONTINUED, CONTINUED

1.4 HAZARD EVALUATION, CONTINUED, Continued	
In Plant Piping, Continued	
Confidential	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
Loading/Unloading Facilities	
Confidential	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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1.4 Hazard Evaluation



## 1.4.1 HAZARD IDENTIFICATION

Container/ Source	Major Type of Failure	Shell Capacity Gallons	Secondary Containment Volume/Type (gal)	Tank Type	Year Constructed/ Installed	Max Working Capacity Gallons	Direction of Flow/Rate (See Plot Plan)	Product Stored
<b>ABOVEGROUND CONTAINERS - Total:</b> Confidential								
Confidential	N/A	Confidential	Confidential	C / Stl / W	1952	Confidential	East / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	C / Stl / W	1952	Confidential	East / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	C / Stl / W	1952	Confidential	West / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	CF / Stl / W	1970	Confidential	North / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	OF / Stl / W	1952	Confidential	North west / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	OF / Stl / W	1952	Confidential	North west / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	CF / Stl / W	1974	Confidential	East / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	Tote	1993	Confidential	East / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	H / Stl / W	1989	Confidential	North / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	C / Stl / W	1981	Confidential	North / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	C / Stl / W	1981	Confidential	North / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	H / Stl / W	1987	Confidential	North / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	CF / Stl / W	2002	Confidential	Northeast / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	H / Stl / W		Confidential	North / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	C / Stl / W		Confidential	South / Instantaneous	Confidential
Confidential	N/A	Confidential	Confidential	CF / Stl / W	2002	Confidential	Northeast / Instantaneous	Confidential
<b>DRUM STORAGE AREA - Total:</b> Confidential								
Confidential	N/A	Confidential	Confidential	Flat / Stl / W		Confidential	East / Instantaneous	Confidential
Co	N/A	Confidential	N/A	Horizontal	01-01-1900	Confidential	-	Confidential
<b>Facility Total:</b> Confidential								

\* Not in Containment Area \*\* Curbing and containment system

Shell capacity for floating roof tanks with tank vents is calculated at the vent which is considered the tank overflow capacity.

**Containment Type:** 1-Earthen Berm and Floor, 2-Concrete Berm and Floor, 3-Metal Berm and Floor, 4-Portable Containment or Inside Building, 5-Double Walled, 6-Double Bottom, 7-Imperious Liner, 8-Concrete Berm and Earthen Floor

**Tank / Roof Type:** C=Conical or Cone, D=Dome, H=Horizontal, L=Lifter, S=Spheroid, V=Vertical, G=Geodesic, Fx=Fixed, F=Floating, W=Welded, R=Riveted, IFR=Internal Floating Roof

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1.4 Hazard Evaluation

## 1.4.2 VULNERABILITY ANALYSIS / PLANNING DISTANCE CALCULATION

The following pages discuss critical and sensitive areas considered in developing priorities for deploying spill response resources in the area of the Terminal. The information in this section will assist in identifying critical environmentally sensitive areas and aid in determining booming strategies. The Vulnerability Diagrams are located in Appendix G.

Information regarding the actual location of a spill and visual observation/verification of spill movement must be used to make a final determination in developing a response strategy.

### Response Considerations

A description of key features is provided below.

#### Critical Areas to Monitor or Protect

- Critical areas are those areas which, if impacted by spilled oil, may result in threats to the safety or health of the general public. These include commercial water intakes/water wells, highly developed or populated public areas, or marinas.

#### Developed

- These areas are defined as areas with a concentrated presence of man-made structures.
- The impacts are in terms of public safety, visibility, aesthetics, and public relations, as well as oiling of piers and potential property damage/loss claims.

#### Water Intakes/Wells

- Intakes for commercial, industrial, and municipal water usage are subject to impact due to safety hazards, loss of use, and damage claims.
- Booming or other measures to protect these intakes/wells should be undertaken.

#### Recreation Areas

- Publicly accessible recreation areas generally have good water/shoreline access for logistical purposes.
- More importantly, these areas should be monitored for potential public safety/health threats.

#### Marinas

- Marinas have a great potential for public exposure to hazards and damage. They should be boomed to exclude oil.

#### Environmental Sensitivities

The environmental sensitivity of shoreline types and habitats are prioritized into three categories (high, moderate, and low – see below), which will allow the responder to allocate response resources during the first stages of a response. The priorities are intended to assist responders initially with the knowledge that responsible federal and state resource agency representatives will arrive on site to further clarify priorities within each category. Areas with known populations of federal/state listed threatened or endangered species are also noted in this section.

##### High

- Habitats that have particularly high productivity or the presence of threatened or endangered species.
- Shallow flats, marshes, wetlands, and areas used for nesting by birds.
- Areas that are sheltered from energy generated by water movement and will tend to retain oil over time.
- Highly sensitive shorelines which are biologically productive environments where cleaning can be difficult and time consuming.
- Flats and marshes that support significant wildlife species.
- Marshes which are important to migrating bird species as stop-over, feeding, and overwintering areas.

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1.4 Hazard Evaluation

### 1.4.2 Vulnerability Analysis/ Planning Distance Calculation, Continued

#### Moderate

- Habitats which are somewhat resistant to the effects of oiling.
- Coarse and fine-grained sand beaches and gravel beaches.

#### Low

- Low productivity habitats and man-made structures, including erosional scarps, sand beaches, seawalls, jetties, piers, and bulkheads.

### **Sensitive Areas Within Planning Distance of Facility**

In order to determine specific vulnerable sites located within the planning distance of the facility, the Area Contingency Plan and the Geographic Names Information System (GNIS) database were reviewed and a comprehensive listing of vulnerable sites was compiled. The potential effect of an oil spill on each type of vulnerable site that is located within the planning distance is presented below. Additionally, the methods to prevent and/or minimize the impacts to the identified sensitive sites are discussed.

The specific actions considered to protect a vulnerable site, or to minimize the potential effects of a spill on a vulnerable site, would be tempered in a real spill event by the actual path of the spill and the actual hazards presented. For light product terminals, the spilled product could be gasoline, diesel (including kerosene and No. 2 diesel oil), ethanol or additives. For asphalt terminals, the spilled product could be kerosene, asphalt, asphalt emulsions, heavy fuel oil or additives. For specific guidance on the actual hazards of a release, the SDS and the DOT Emergency Response Guidebook can be consulted for hazards and recommended evacuation distances. The specific actions taken should be as directed by the Unified Command under the Incident Command System.

**[Click to view/print Planning Distance and Vulnerability Report](#)**

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1.4 Hazard Evaluation







































































































































































### 1.4.3 ANALYSIS OF POTENTIAL FOR AN OIL SPILL

1.4.3 Analysis Of Potential For An Oil Spill
<b>Oil Spill History</b>
To our knowledge, there have been no reportable spills at this terminal.
<b>To our knowledge, there have been no reportable spills at this terminal.</b>
The horizontal range of a spill is as indicated in the beginning of this section, beneath the heading " <b>PLANNING DISTANCE CALCULATION</b> ". Spills move with time, therefore, immediate action should be taken to minimize the potential impact and damage that a spill may have on an area. Oil moves across the surface of the water as a result of wind and current. It is important to have knowledge of tides, currents, prevailing winds, and other factors which will permit the prediction of how and where a slick will move.
<b>Site Conditions</b>
The Oregon Terminal is situated in Lucas County, Ohio.
The area in the vicinity of the Oregon Terminal is comprised of residential and agricultural properties.
The Terminal is not associated with a dock.
The climate of Oregon is characterized as temperate continental. Oregon's close proximity to the southwest portion of Lake Erie results in a minimized effect associated with prevailing westerly winds except for a noticeable increase in cloudiness during the fall and early winter months. The prevailing wind for the area is southwesterly, averaging 10 miles per hour. The area seldom experiences prolonged periods of hot, humid weather in the summer or extreme cold during the winter.
The mean winter temperature is 27.2° F and the mean summer temperature is 73.4° F. Precipitation is well-distributed throughout the year. The annual mean precipitation is 33.71 inches.
(Climate data were obtained from <a href="http://35.9.73.71/stations/2103/narrat.txt">http://35.9.73.71/stations/2103/narrat.txt</a> and <a href="http://mcc.sws.uiuc.edu/Summary/Data/338366.txt">http://mcc.sws.uiuc.edu/Summary/Data/338366.txt</a> )
<b>Geographic Boundaries</b>
The Terminal is bordered on the west by Amloch Ditch and residential properties, on the north by Norfolk and Southern Railroad tracks, on the east by the C&W Tank Company, and on the south Schweiter Farm.
<b>Trajectory Analysis</b>
Assumptions:
<ul style="list-style-type: none"> <li>Slicks move with the wind at approximately three to four percent of the wind velocity.</li> <li>When the wind velocity is low or wind is absent, the slick will tend to move with the current at about the same velocity and in the same direction as the current.</li> <li>When the wind is blowing, the slick will be affected by both water and wind currents, and the movement of the slick will be a function of both forces.</li> <li>When the wind direction is opposite to the current, the wind may reduce or possibly reverse the oil slick velocity at the surface.</li> <li>When high rainfall creates fast currents, wind will have little effect, if any, on slick movement. The slick will move at the same velocity and direction of the fast current.</li> </ul>
A computer model may be used to estimate spill movements. Aerial surveillance provides the most effective means of determining spill size, location, and movement. Frequent helicopter and/or fixed wing aircraft overflights may be utilized for surveillance purposes.
<b>Vulnerability to Natural Disaster</b>
Normal communications with area Disaster Services agencies will address planning contingencies for events such as, but not limited to the following: <ul style="list-style-type: none"> <li>Tornadoes</li> <li>Severe thunderstorms</li> </ul>
Storage tanks can be vulnerable to damage by very heavy rains if sufficient storm water accumulates in the tank's secondary containment, increasing the tank's buoyancy. Storage tanks can also be affected by very strong winds which can cause the tank to collapse. Both situations can be prevented by increasing the inventory in the tank to adequately anchor the system.

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1.4 Hazard Evaluation

**1.4.3 ANALYSIS OF POTENTIAL FOR AN OIL SPILL, CONTINUED**

<b>1.4.3 Analysis Of Potential For An Oil Spill, Continued</b>	
<b>Tank Age and Other Factors Influencing the Potential for an Oil Spill</b>	
No other factors were noted.	

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1.4 Hazard Evaluation

**1.4.4 FACILITY REPORTABLE OIL SPILL HISTORY**

<b>Date of Discharge(s):</b>	
<b>List of Discharge Causes:</b>	none
<b>Material(s) Discharged:</b>	
<b>Amount of Discharges in Gallons:</b>	()
<b>Amount That Reached Navigable Waters (if applicable):</b>	()
<b>Effectiveness and Capacity of Secondary Containment:</b>	
<b>Cleanup Actions Taken:</b>	
<b>Steps Taken to Reduce Possibility of Reoccurrence:</b>	
<b>Total Oil Storage Capacity of Tank(s) or Impoundment(s) From Which Material Discharged:</b>	()
<b>Enforcement Actions:</b>	
<b>Effectiveness of Monitoring Equipment:</b>	
<b>Spill Detection:</b>	

\*Reportable spill, as defined in 40 CFR Part 110, is a discharge of oil that violates applicable water quality standards or a discharge into or upon the navigable waters of the United States or adjoining shorelines in harmful quantities.

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1.4 Hazard Evaluation

## 1.5 DISCHARGE SCENARIOS

Further to EPA and DOT regulatory scope, this facility is classified as a Non-Transportation-Related Onshore Facility which operates on a NON-Higher Volume Port Area basis. The facility is not considered a “complex” since it is not regulated for DOT transportation-related pipeline activities.

Non-Transportation-Related Onshore Facilities must perform discharge calculations for the U.S. Environmental Protection Agency (EPA). These calculations are described as follows:

EPA Discharge Volume Calculation
<p><b>Worst Case Discharge (WCD)</b> 100% of the largest single tank plus the volume of all tanks without adequate secondary containment. WCD determination, as given in 40 CFR 112, Appendix D, is provided in Appendix C to this plan.</p> <p><b>Medium Discharge</b> Discharge greater than 2,100 gallons (50 Bbls) and less than or equal to 36,000 gallons (857 Bbls), or 10% of the WCD, whichever is less.</p> <p><b>Small Discharge</b> Discharge of less than or equal to 2,100 gallons (50 Bbls) or 1% of the WCD, whichever is less.</p>

For purposes of this section, the following terms are of particular importance:

### Spill

An on-site release of oil to the ground from its intended container or from an oil transfer operation, inside or outside of secondary containment, or to water in an on-site pond, drainage pipe, or ditch.

### Discharge

A spill that escapes secondary containment, drainage controls, or on-site response efforts and reaches off-site waterways or their shorelines, thereby becoming a reportable spill. For the full definition see **SECTION 3.2** of this plan.

### Planning Volumes

The following planning volume calculations must be performed to determine the required response resources for a WCD:

$$\frac{\text{On-Shore Recovery (OSR)}}{\text{WCD} * \% \text{ Oil On Shore} * \text{Emulsification Factor}}$$

$$\frac{\text{On-Water Recovery (OWR)}}{\text{WCD} * \% \text{ Recovered Floating Oil} * \text{Emulsification Factor}}$$

$$\frac{\text{Recovery Capacity (RC)}}{\text{OWR} * \text{On-Water Recovery Resource Mobilization Factors}}$$

The recovery capacity determined by these equations is compared to the appropriate response capability caps from the EPA tables; the actual contracted response amount is the lesser of the two values. If the calculated capacity exceeds the capability caps, sufficient response resources should be available for twice the amount of the caps or up to the total planning volume, whichever is less. These response capability caps were increased in 1998 and again in 2003.

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1.5 Discharge Scenarios

## FACILITY OPERATIONS BY DISCHARGE SIZE

### Incident Tier

Incidents at the terminal can be categorized in one of three tiers, characterized by escalating magnitude and required response:

#### Tier I Incidents

Tier I incidents are smaller operational events that usually occur at or near a terminal facility. For these incidents, the Field Response Team will be composed of facility personnel and other local area responders (e.g., Fire Department/Hazmat, local contractors).

#### Tier II Incidents

Tier II incidents are events that require a level of response that exceeds the resources of the local facility. For Tier II incidents, the Field Response Team will be composed of the facility personnel supplemented by regional contractors, industry mutual aid personnel, and/or government response personnel.

#### Tier III Incidents

Tier III incidents are events that significantly exceed the resources of the local facility personnel. The response operation will likely be subject to governmental control or direction. For Tier III Incidents, the Field Response Team will be composed of local, national and, possibly, international contractors, and governmental officials.

The materials at this terminal that are most likely to be spilled or discharged are identified in **APPENDIX B**.

The following sections describe the small, medium, and worst case discharges from the facility, including the potential direction of the spill pathway, the factors that affect response to those scenarios, and the required response resources.

Facility Operation	Small (Up To 2,100 gal)	Medium (2,100 up to 36,000 gal)	Worst Case Discharge
Age & Condition of Facility Components	x	x	x
Facility Maintenance Operations	x	x	
Facility Piping	x	x	
Loading and Unloading Operations	x	x	
Oil Storage Tanks	x	x	x
Pumping Station and Sumps	x	x	
Vehicle Refueling	x	x	

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**SCENARIOS AFFECTED BY RESPONSE EFFORTS**

<b>Scenario</b>	<b>Small (Up To 2,100 gal)</b>	<b>Medium (2,100 up to 36,000 gal)</b>	<b>Worst Case Discharge</b>
Available remediation equipment			x
Direction of discharge pathway			x
Likelihood that the discharge will travel off-site			x
Location of the material discharged	x	x	x
Material discharged	x	x	x
Probability of a chain reaction of failures			
Proximity to downgradient wells, waterways, and drinking water intakes			x
Proximity to fish and wildlife and sensitive environments			x
Size of the discharge			x
Weather or aquatic conditions			x

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1.5 Discharge Scenarios

### 1.5.1 SMALL /AVERAGE MOST PROBABLE DISCHARGE

### Small Discharge Scenario

[illegible]

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### 1.5 Discharge Scenarios

Small Discharge Scenario, Continued

SMALL DISCHARGE SCENARIO	
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### Small Discharge Scenario, Continued

[illegible]

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### 1.5 Discharge Scenarios



### Small Discharge Scenario, Continued

## SMALL DISCHARGE SCENARIO

### **Pumping Station and Sumps Small Spill Scenarios**

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### 1.5 Discharge Scenarios

### Small Discharge Scenario, Continued

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### Small Discharge Scenario, Continued

[illegible]

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### 1.5 Discharge Scenarios

**Small Discharge Response Resource****SMALL DISCHARGE RESPONSE RESOURCE**

This is a not a complex facility as described under OPA'90. The EPA small discharge amount for this facility is 2100 gallons.

From 40 CFR 112, Appendix E, the required small response resources consist of the following:

- 1000' of containment boom deployable within an hour of the detection of an oil discharge
- Oil recovery devices with an effective daily recovery capacity equal to 2100 gallons available within 2 hours of the detection of an oil discharge
- Daily oil storage capacity of 4200 gallons available for recovered oily material.

These resources are available from the small spill OSRO listed in APPENDIX A.

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1.5 Discharge Scenarios

**1.5.2 MEDIUM/ MAXIMUM MOST PROBABLE DISCHARGE****Medium Discharge Scenario**

MEDIUM DISCHARGE SCENARIO
<p>Aspill of this size could occur in one of six areas with the same scenarios/factors as a small discharge.</p> <ul style="list-style-type: none"><li>- Loading or Unloading of Surface Transportation</li><li>- Facility Maintenance</li><li>- Facility Piping</li><li>- Pumping Stations and Sumps</li><li>- Oil Storage Tanks</li><li>- Vehicle Refueling</li></ul> <p><b>Confidential</b></p> <div data-bbox="212 541 1390 648" style="background-color: black; height: 50px; width: 100%;"></div>

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1.5 Discharge Scenarios

**Medium Discharge Response Resource****MEDIUM DISCHARGE RESPONSE RESOURCE**

This is not a complex facility as described under OPA'90. The EPA medium discharge for this facility is 36,000 gallons.

This is not a designated high volume port area so the required response time is 12 hours.

From 40 CFR 112, Appendix E, the required medium discharge response resources consist of the following:

- Sufficient quantity of containment boom available to arrive within the response times for oil collection and containment and for protection of fish and wildlife and sensitive environments.
- Oil recovery devices with a daily recovery rate equal to 50 percent of the planning volume (18,000 gallons) available within the response times
- Daily oil storage capacity of 36,000 gallons available for recovered oily material.

These resources are available from the medium spill OSROs listed in APPENDIX A.

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1.5 Discharge Scenarios



### Worst Case Discharge Scenario, Continued

[illegible]

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1.5 Discharge Scenarios

**Worst Case Discharge Response Resource****WORST CASE DISCHARGE RESPONSE RESOURCE**

This is not a complex facility as described under OPA'90.

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This is not a designated high volume port so the required response time is 12 hours for Tier 1 resources, 36 hours for Tier 2 resources, and 60 hours for Tier 3 resources.

From 40 CFR 112, Appendix E, the required WCD response resources consist of the following:

- The above indicated on-water oil recovery capacity in barrels per day to arrive on scene within the time for each response tier.
- Shoreline recovery capacity as shown above.
- Firefighting resources.
- Sufficient quantities of boom for the protection of fish and wildlife and sensitive environments within the area potentially impacted by a worst case discharge from the facility.
- Daily oil storage capacity equal to twice on-water recovery capacity noted above.

As indicated in APPENDIX A of this FRP, all contracted WCD OSROs are USCG-classified indicating they have adequate resources for responding to a WCD for the designated USCG COTP location.

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1.5 Discharge Scenarios

## CONTAINMENT STRATEGIES AND LOGISTICS

Site / Map #	Site Description	Strategy	Equipment	Travel Distance and Response Time	Discussion
See the Tactical Response Plan document at the end of Section 1.5.3 for detailed tactical information.					

## SUMMARY OF PROTECTION TECHNIQUES

Protection Technique	Description	Primary Logistical Requirement	Limitations
Containment	Boom is deployed from the shoreline at an angle towards the approaching slick and anchored or held in place with a work boat or by a bridge pier. Oil is diverted towards the shoreline for recovery.	Single Boom, 2.5 ft/s current: Boom - 200 ft; Boats - 1 (for deep water); Personnel - boat crew +3; Miscellaneous - 3 anchors, line, buoys, and recovery unit	Currents > 3.2 ft/s
Deflection	Boom is deployed from the shoreline away from the approaching slick and anchored or held in place with a work boat or by a bridge pier. Oil is deflected away from the shoreline.	Single Boom, 1.5 ft/s current: Boom - 200 ft; Boats - 1 (for deep water); Personnel - boat crew +3; Miscellaneous - 3 anchors, line, buoys, and recovery unit	Currents > 3.2 ft/s
Diversion / On-land Response	Temporary ditches and/or earthen berms are constructed to manage the flow and containment of oil spill	Earth-moving equipment (Bobcat®, excavator, etc); Personnel – 1 equipment operator + multiple labor crew; Miscellaneous – hand tools, sorbents	Steep grades, traction
Exclusion	Boom is deployed across or around sensitive areas and anchored in place. Approaching oil is deflected or contained by boom.	Per 1,000 ft of Boom: Boats - 1 (for deep water); Personnel - boat crew +3; Miscellaneous - 6 anchors, line, buoys, and recovery unit	Currents > 1.5 ft/s; Water depth > 65 ft

[Click here for - Tactical Plan](#)

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1.5 Discharge Scenarios



























































































## 1.5.4 PLANNING VOLUME

STEP	PARAMETER
(A)	WCD (bbls)
(B)	Oil group
(C)	*Geographic area
(D1)	Percent lost to natural dissipation
(D2)	Percent recovered floating oil
(D3)	Percent oil onshore
(E1)	On water recovery (bbls)
(E2)	Shoreline recovery (bbls)
(F)	Emulsification Factor
(G)	On water recovery resource mobilization factor
(G1)	Tier I
(G2)	Tier II
(G3)	Tier III
Part II	On water recovery capacity (bbls/day)
	Tier I
	Tier II
	Tier III
Part III	Shoreline cleanup volume (bbls/day)
Part IV	On water response capacity by operating area (bbls/day)
(J1)	Tier I
(J2)	Tier II
(J3)	Tier III
Part V	On water amount needed to be identified, but not contracted for in advance
	Tier I
	Tier II
	Tier III

\* R = Rivers and canals  
N = Nearshore/Inland

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1.5 Discharge Scenarios

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## 1.5.4 PLANNING VOLUME, CONTINUED

STEP	PARAMETER
(A)	WCD (bbls)
(B)	Oil group
(C)	*Geographic area
(D1)	Percent lost to natural dissipation
(D2)	Percent recovered floating oil
(D3)	Percent oil onshore
(E1)	On water recovery (bbls)
(E2)	Shoreline recovery (bbls)
(F)	Emulsification Factor
(G)	On water recovery resource mobilization factor
(G1)	Tier I
(G2)	Tier II
(G3)	Tier III
Part II	On water recovery capacity (bbls/day)
	Tier I
	Tier II
	Tier III
Part III	Shoreline cleanup volume (bbls/day)
Part IV	On water response capacity by operating area (bbls/day)
(J1)	Tier I
(J2)	Tier II
(J3)	Tier III
Part V	On water amount needed to be identified, but not contracted for in advance
	Tier I
	Tier II
	Tier III

Confidential

\* R = Rivers and canals  
N = Nearshore/Inland

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1.5 Discharge Scenarios

## 1.6 DISCHARGE DETECTION SYSTEMS

The facility has a discharge detection program, which consists of manual (personnel) and automated detection systems. The facility also maintains a Spill Prevention, Control, and Countermeasures (SPCC) Plan, which is maintained at this facility online in SMARTPLAN.

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1.6 Discharge Detection Systems

**1.6.1 DISCHARGE DETECTION BY PERSONNEL**

<b>1.6.1 Discharge Detection By Personnel</b>	
<b>Description of Equipment, Procedures and Personnel for Spill and Overfill Detection</b>	
At the terminal, discharge detection is a combination of periodic and timely terminal inspections by terminal personnel combined with electronic operational systems and alarms indicating potential storage tank overfills. In addition, during load rack and additive tank transfers, personnel monitor the transfer at the location and can immediately respond to any leakage. If a spill occurs, personnel will take appropriate action to respond including use of the Emergency Notification / Phone List and Form 100, Incident Response Notification Form.	
<b>Facility Inspections</b>	
Terminal employees conduct inspections of the terminal every workday. These inspections include an inventory check, visual inspection of all tanks, exposed pipelines, and secondary containment areas. Any discrepancies found are reported immediately to the Terminal Manager.	
In the event of a release, Terminal personnel will refer to the incident mitigation procedures in the Action Plan.	
Daily inspections are performed by the Terminal Manager or a Designated Terminal employee. These inspections include a daily inventory check, visual inspection of all tanks, exposed pipelines, and secondary containment areas. Any discrepancies found are reported immediately to the Terminal Manager.	

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1.6 Discharge Detection Systems

### 1.6.2 AUTOMATED DISCHARGE DETECTION EQUIPMENT

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## 1.6 Discharge Detection Systems

**1.6.2 AUTOMATED DISCHARGE DETECTION EQUIPMENT, CONTINUED**

<b>1.6.2 Automated Discharge Detection Equipment, Continued</b>
<b>Tanks, Tank Gauging and Inventory Control, Continued</b>
Receipts are manned at the terminal by operators one hour prior to start and one hour prior to ending.
Smaller shop-built typically used for ethanol tanks including those that are manifolded together are also equipped with the ENRAF automatic tank gauges and high level alarms
Petroleum contact water tanks are equipped with visual level indicators and are also gauge every work day to prevent overfills.
Terminal personnel performs the necessary steps outlined in the operating manual to prevent overfills.
<b>Load Rack</b>
The driver is required to stand in close proximity to the loading arms to monitor for abnormal conditions and/or spills during the whole loading process. If such abnormalities occur, the driver can stop loading using the Emergency Stop (E-Stop) system. This Terminal has an E-Stop System in place to shutdown all loading pumps and electronically controlled valves throughout the Terminal. E-Stop buttons are located at each loading lane and other highly visible areas in the terminal in which personnel present can easily engage the E-stop in the event of an emergency.
For this terminal, the e-stops locations are as follows: <ul style="list-style-type: none"> <li>• Each lane entrance and exit(s),</li> <li>• Terminal office,</li> <li>• Driver interface (terminal automation system) at the lane, and</li> <li>• At least one accessible to drivers: <ul style="list-style-type: none"> <li>◦ In an adequately illuminated area, and</li> <li>◦ Not located under the loading rack.</li> </ul> </li> </ul>
Optional E-Stop "STOP" buttons may be installed at other strategic locations such as: <ul style="list-style-type: none"> <li>• 50 foot line,</li> <li>• Pre-stage area, and</li> <li>• Bill of Lading (BOL) booth.</li> </ul>
<b>Unloading Areas</b>

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1.6 Discharge Detection Systems

**1.6.2 AUTOMATED DISCHARGE DETECTION EQUIPMENT, CONTINUED**

1.6.2 Automated Discharge Detection Equipment, Continued	
Unloading Areas, Continued	
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1.6 Discharge Detection Systems

## 1.7 PLAN IMPLEMENTATION

This section is a guide for response actions to be taken when a spill is first reported or observed. **Nothing contained herein replaces good judgment or prudent operating practices.**

The Response Guides below provide guidance on responses that could occur at your facility.

### 1.7.1 RESPONSE RESOURCES FOR SMALL, MEDIUM, AND WORST CASE SPILLS

Emergency Event	Response Guidance
General Emergency	Response Guide A
Product Release	Response Guide B
Medical Problem	Response Guide C
Severe Weather	Response Guide D
Security, Workplace Violence, Bomb Threats	Response Guide E
Fire or Explosion	Response Guide F
Emergency Evacuation	Response Guide G
Water Rescue <i>(if applicable)</i>	Response Guide H
Butane Release <i>(if applicable)</i>	Response Guide I
Medical, Security, and Butane Release – Additional guidance in back.	

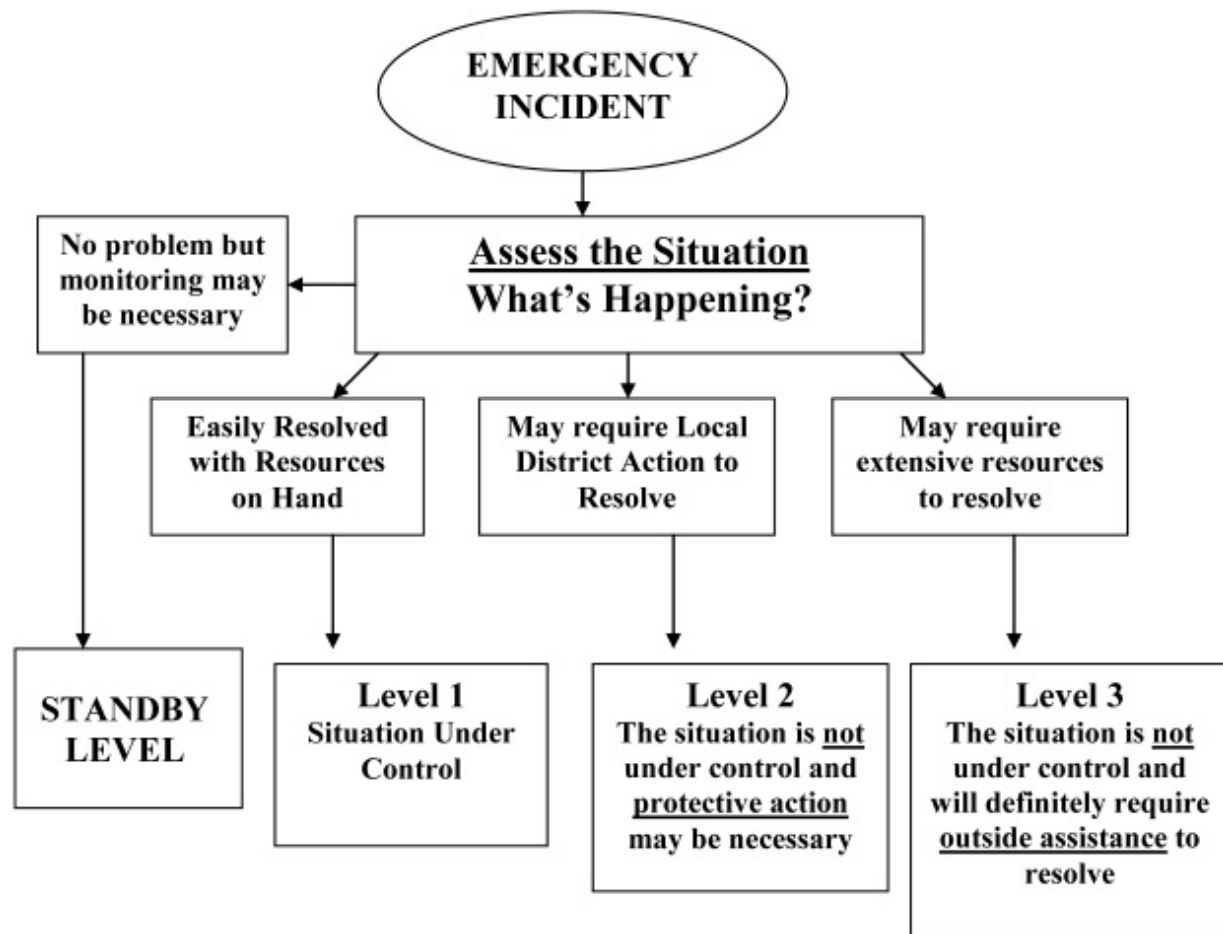
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## Company Emergency Levels



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## Response Guide A - General Emergency

RESPONSE GUIDE A-- GENERAL EMERGENCY	
Actions	Considerations
1. Sound the alarm.	Ensure all site personnel are accounted for and are aware of the problem
2. Assess the situation.	What's happening? Could it get worse? Corrective action needed? Additional assistance needed?
3. Take corrective actions.	Modify operations? Shut down operations? Evacuate the facility? Call Police? Call Fire Department? Call contractor?
4. Confidential	Contact the Facility Manager (if not present), any members of HES&S, and potentially Area Management if necessary.
5. Reassess situation.	Situation being resolved? Situation worsening?
6. Take additional corrective actions.	Modify operations? Shut down operations? Evacuate the facility? Call Police? Call Fire Department? Call contractor?

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## Response Guide B - Product Release

RESPONSE GUIDE B – PRODUCT RELEASE	
Action	Considerations
1. Sound the alarm.	Ensure all site personnel are accounted for and are aware of the problem.
2. Assess the situation.	What's happening? Check the SDS. Is available PPE adequate? Could it get worse? Corrective action needed? Additional assistance needed? Does this affect a DOT asset?
3. Call an OSRO or other spill response contractor if necessary.	Appoint a person to meet/coordinate with OSRO. If oil will reach waterway, OSRO needs to bring: <ul style="list-style-type: none"> <li>• 1000 feet of containment boom within 1 hour</li> <li>• Recovery equipment (e.g., vac truck) within 2 hrs</li> </ul> See Tactical Response Plan, if available.
4. Ensure regulatory notifications are made and engage additional resources.  <b>Confidential</b> <b>Confidential</b>	Call <b>Confidential</b> to report the release to company personnel for compliance notifications, including: <ul style="list-style-type: none"> <li>• QI if not on-site   Area Manager   Environmental Professional   Safety Professional   Emergency Preparedness Coordinator   others as needed</li> </ul> Assign Env Professional to make notifications. Establish a time for a follow up call in 1 hour.
5. Monitor the atmosphere with a multi-gas detector.	Do readings show that it's safe to perform defensive control measures? Are additional safety precautions necessary?
6. Take protective actions.	Check the SDS. Is available PPE adequate? Protect personnel. Shut down operations? Secure ignition sources? Evacuate the facility? Call Police? Call Fire Department? Impact to neighbors, water intakes, sensitive areas?
7. Perform containment, confinement, and control.	Confine spill to piping or tank by closing valves, securing pumps, etc. Confine spill to smallest area possible by diking and damming. Control hazards to personnel by minimizing exposure.
8. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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## Response Guide C - Medical Problem

RESPONSE GUIDE C – MEDICAL PROBLEM	
Action	Considerations
1. Call for help.	Sound the alarm if necessary. Radio or phone for assistance, or send someone to call 911/EMS. Remain with the injured person.
2. Assess the scene.	Is the scene safe? Move injured person only in imminent danger.
3. Assess the responsiveness of the injured person.	<p>If <b>responsive</b>, interview the person or witnesses using SAMPLE =</p> <ul style="list-style-type: none"> <li>• S = signs and symptoms</li> <li>• A = allergies</li> <li>• M = medications</li> <li>• P = pertinent medical history</li> <li>• L = last food or drink</li> <li>• E = events leading up to the incident.</li> </ul> <p>Do a head to toe check. Look for signs of injury, pain, bleeding, cuts, burns, bruising, swelling, or deformities. Call EMS if warranted.</p> <hr/> <p>If <b>seems to be unresponsive</b>, check for normal breathing for no more than 5-10 seconds (gaspings is not normal).</p> <ul style="list-style-type: none"> <li>• Someone who breathes/responds but is not fully awake can be placed in a recovery position if there are no apparent injuries until EMS arrives.</li> <li>• Have an AED and first aid kit ready and do a head-to-toe check.</li> </ul> <hr/> <p>If <b>unresponsive</b> and is not breathing normally, ensure EMS is on its way.</p> <ul style="list-style-type: none"> <li>• Ask someone to get AED and first aid kit</li> <li>• Do a head-to-toe check and</li> <li>• If trained, immediately begin CPR and use an AED as soon as possible.</li> </ul>
4. Provide care if trained based on conditions found.  See American Red Cross Ready Reference card.	Maintain breathing. Stop bleeding. Was there chemical exposure? Provide an SDS to EMS. Keep person calm, warm, and dry.
5. Direct EMS to person.	Be ready to direct EMS vehicle and personnel to location of the person.
6. Confidential	Contact Facility Manager (if not present), FSP, Nurse, and potentially Area Manager.
7. After event follow up	Do Confidential call notes accurately account the reported events? Perform a critique. Submit an incident report.

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## Response Guide D - Severe Weather

RESPONSE GUIDE D – SEVERE WEATHER	
Action	Considerations
1. Make preparations.	When severe weather is forecast or imminent, maintain severe weather watch and: <ul style="list-style-type: none"> <li>• Curtail or stop operations.</li> <li>• Follow any operational procedures for severe weather.</li> <li>• If warranted, refresh communications plan with team for business continuity post-event.</li> <li>• Reduce staff.</li> </ul>
2. Perform protective measures.	Review any published facility Hurricane and Severe Weather Plans & take described actions.
A. If a <b>severe storm warning</b> is issued including <b>hail</b> seek shelter.	Consider halting operations, seek shelter, and only resume work when threats of the storm has passed
B. If a <b>tornado</b> or <b>high winds warning</b> is issued, seek shelter.	Designated shelter areas available? Go there. Otherwise, seek inside room in stoutest building. Stay away from windows. Get under furniture. Protect head and neck. Put on PPE such as safety hat, safety glasses, and gloves. If stuck outside, get out of vehicle, seek protection in ditch or alongside building, and protect neck and head.
C. If <b>earthquake flash flood</b> ...	Move to high ground and avoid flood-prone areas. Never drive in flood waters. Obey all road closure or high water signs. Be extra diligent at night when flood waters are hard to spot.
D. If <b>hurricane</b> ...	See facility-specific Hurricane and Severe Weather Plan and plan for business continuity measures.
E. If a <b>blizzard</b> ...	Take business continuity measures.
3. After severe weather has passed	Take head count. Assist any injured. Watch out for downed electrical lines & animals. Complete facility re-entry inspections including for possible releases.
4. <b>Confidential</b>	Contact Facility Manager (if not present), Emergency Preparedness Coordinator, FSP/EP and/or Area Manager as needed.
5. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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## Response Guide E - Security Threat, Workplace Violence, or Bomb Threat

RESPONSE GUIDE E – SECURITY THREAT, WORKPLACE VIOLENCE, OR BOMB THREAT	
Action	Considerations
1. Assess the potential threat.	What's happening? Could it get worse? Corrective action needed? Additional assistance needed?
2. Perform protective measures based on the type of threat.	See types of security threats and their protective measures below.
A. If <b>suspicious activity</b> by unknown persons is observed in or around facility..	Do not attempt to make contact with persons. Note any information like suspect description, license plate number, etc. Call police.
B. If <b>workplace violence / active shooter</b> is observed in or around facility...	If workplace violence, If an active shooter event: <ul style="list-style-type: none"> <li>• Run if you possibly can, knowing the location of the shooter. Open facility gate &amp; call police.</li> <li>• Hide and barricade yourself in until law enforcement comes.</li> <li>• Fight by any means necessary to keep yourself safe.</li> </ul>
C. If <b>bomb threat</b> is received by <b>mail or note</b> ...	Call police. Keep note for police.
D. If <b>bomb threat</b> is received by <b>phone</b> ...	Remain calm. Keep person on line. Listen very carefully. Ask person questions listed in the Bomb Threat Phone Questionnaire then call police.
E. If <b>bomb-like device</b> is found...	Don't touch or move device. Evacuate area. Avoid using radio. Call police.
F. If <b>protest</b> is planned or happening on facility property...	Contact Security Coordinator, TRO if applicable, and discuss security protocols for protests.
3. Cooperate with authorities.	Provide any details and follow up as requested.
4. Call <b>Confidential</b> from a safe location if not already done. <b>Confidential</b>	Contact the facility manager (if not present), Security Coordinator, and others. Seek any further direction.
5. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique if any individuals were at risk of harm. Submit an incident report.

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## Response Guide F - Fire or Explosion

RESPONSE GUIDE F – FIRE OR EXPLOSION	
Action	Considerations
1. Sound the alarm.	Ensure all site personnel are accounted for and are aware of the problem and depart area if not safe. Protect personnel!
2. Call Fire Department	Report circumstances. <b>Note:</b> All fires, regardless of magnitude, must be reported to the Fire Department. You still need to notify the Fire Department even if the fire has been extinguished.
3. Assess the situation.	What's happening? Check the SDS. Could it get worse? Corrective action needed? Additional assistance needed?
4. Take protective actions.	Protect personnel. Turn off equipment. Shut down operations. Evacuate the facility.
5. If possible, fight the fire.	Activate fixed firefighting systems if available. Do not enter burning buildings. Use extinguishers only if trained.
6. Protect surrounding tanks and structures.	If possible move equipment.
7. Call <b>Confidential</b>	Contact Facility Manager (if not present), FSP, EP, Fire Coordinator, and Area Manager.
8. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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## Response Guide G - Evacuation

RESPONSE GUIDE G – EVACUATION	
Action	Considerations
1. Sound the alarm and/or alert all other personnel.	Ensure all site personnel are aware of the problem. What employees, contractors, third party drivers and/or visitors are at the facility today? Grab open work permits and visitor logs if possible.
2. Assess the situation.	Where and what is the emergency. <ul style="list-style-type: none"> <li>• Fire?   Suspicious bomb-like package found?   Severe weather?   Significant product release?</li> </ul> Could it get worse? What's the wind direction and how do we stay upwind? Determine the type of evacuation if necessary: <ul style="list-style-type: none"> <li>• Shelter in place   Building evacuation   Facility evacuation   Community member evacuation</li> </ul> Need to evacuate all or only nonessential personnel? Are alternate evacuation routes necessary?
3. Call 911 if warranted.	Need Fire Dept? Need Police Dept? Need traffic control? Need to evacuate community members?
4. Take protective actions and shelter/evacuation.	Modify or shut down operations? Shut off ignition sources? Gate opened to allow emergency responders to enter? Alert others from entering evacuated area (drivers, etc.) Evacuate or shelter personnel within designated meeting place. All personnel safe and accounted for – employees, contractors, and visitors?
5. Call <b>Confidential</b> <b>Confidential</b>	Contact HES&S, Facility Manager (if not present), and Area Manager (if warranted) to report the event.
6. Receive all-clear to re-enter.	Return to work once authorities (if involved) offer the "all-clear" and <b>Confidential</b> call results in confirmation it is safe to do so. Re-entry checks performed?
7. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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## Response Guide H - Water Rescue (if applicable)

RESPONSE GUIDE H – WATER RESCUE (if applicable)	
Action	Considerations
1. Sound the alarm.	Stop all operations immediately. Locate and maintain constant line of sight with victim. Call for all hands on dock – announce "MAN OVERBOARD."
2. Delegate calls for help.	Assign someone to contact 911. Contact pre-identified rescue providers, such as USCG, Fire Department, or other on-water response. Request AED, First Aid Kit, and Hypothermia Care Kit
3. Assess the scene for safety.	Is the victim unconscious? Prevent secondary victims from the would-be responder team: <ul style="list-style-type: none"> <li>• Are atmospheric monitoring results safe for responders to approach?</li> <li>• Are all responders wearing PFDs? Other PPE?</li> <li>• What slip and tripping hazards need removed or controlled?</li> <li>• Delegate a safety officer to assess and control hazards during the response &amp; rescue.</li> </ul>
4. Deploy equipment.	<ul style="list-style-type: none"> <li>• Toss a rope bag to a victim within 30 feet or so to the dock.</li> <li>• Shoot the facility's rescue rope launcher at a 60 degree angle if the victim is within 300 feet to the dock.</li> <li>• Assign another person to obtain a secondary rope launcher as a back-up in case the first shot is bad.</li> <li>• Drop the life ring when victim has grasped the deployed equipment and is within 10 feet or so of the dock while he or she awaits retrieval.</li> </ul>
5. Retrieve victim.	Once victim has grasped deployed device: <ul style="list-style-type: none"> <li>• Tie off the rope end your holding to the dock.</li> <li>• Slowly pull in the victim. Request help as needed.</li> <li>• Guide victim to pre-identified retrieval spot such as a stairwell, fixed ladder, or bank where possible.</li> </ul>
6. Provide post-rescue victim care.	Treat symptoms of hypothermia by getting person to warm place and cut wet clothing from his or her chest. <ul style="list-style-type: none"> <li>• Lie person flat and avoid moving his or her extremities.</li> <li>• Dry the chest and for unconscious persons, apply AED pads.</li> <li>• Apply any heat packs at neck, underarms, and belly.</li> <li>• Cover with thermal blanket. Apply body heat if necessary.</li> <li>• Treat other injuries and monitor vitals until EMS or other responders arrive.</li> </ul>
1. Confidential Confidential	Contact Facility Manager (if not there), FSP, Emergency Prep Coordinator, & Area Manager. Call the NRC if necessary.
8. After event follow up.	Do Confidential call notes accurately account the reported events? Perform a critique. Submit an incident report.

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## 1.7 Plan Implementation

### 1.7.1.1 Response Resources And Actions

1.7.1.1 Response Resources And Actions
<b>INITIAL RESPONSE ACTIONS</b>
<b>Emergency Plans for Spill Response</b>
<p>This section is a guide for response actions to be taken when a spill is first reported or observed. Nothing contained herein replaces good judgment or prudent operating practices.</p> <p>The first Company individual who suspects a spill has occurred will be responsible for initiating response procedures.</p> <p>Many notifications and initial response actions should occur simultaneously. Refer to SECTION 1.1.2 or SECTION 1.3.1 of this Plan for notification procedures. Following are the initial response steps to be taken by the on-scene personnel.</p> <p>Make a preliminary assessment of the situation using the following as guidance.</p> <p><b>Cautions:</b></p> <ul style="list-style-type: none"> <li>• Approach the spill area from an upwind and uphill direction if possible, using personal protective equipment appropriate for the situation.</li> <li>• Until confirmed otherwise, the spill environment must be presumed to be hazardous. That presumption remains until the characteristics of the spilled material have been determined and the area has been monitored and evaluated.</li> <li>• If the first Company person at the site of a spill does not have information and equipment to make the determination, an immediate request for assistance should be made.</li> </ul> <p><b>Factors:</b></p> <p>Anyone discovering an oil spill or other emergency must first determine their potential involvement in the event based on many factors including the following:</p> <ul style="list-style-type: none"> <li>• Level of training for responding to an oil spill</li> <li>• Location of personnel and their condition.</li> <li>• Location of incident/source.</li> <li>• Nature of incident/source.</li> <li>• Size of incident</li> <li>• Type(s) of oil or product involved.</li> <li>• Threat of fire and explosion.</li> <li>• Availability of personal protective equipment.</li> <li>• Availability of monitoring equipment.</li> <li>• Location of safe briefing area(s).</li> <li>• Source control options.</li> <li>• Proximity of surrounding population to incident.</li> <li>• Response options.</li> <li>• Sources of equipment and labor.</li> <li>• Reporting requirements.</li> </ul> <p>All employees are trained to recognize a spill event and to begin the notification procedures appropriate for the event.</p> <p>Eliminate sources of ignition. Shut off motors, electric pumps, electrical power, open flames, etc. in the area.</p> <p>Notify personnel in the area and Terminal Manager.</p> <p>Secure the source if it is safe to do so.</p>

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### 1.7.1.1 Response Resources And Actions, Continued

1.7.1.1 Response Resources And Actions, Continued
COMPANY RESPONSE PERSONNEL AND EMERGENCY RESPONSE TIERS
<p><b>INCIDENT RESPONSE TEAM APPROACH LEVEL I – III</b></p> <p>Responders to a spill will use a tiered approach by first utilizing resources and manpower available locally. The level of response can then be increased by bringing in resources from outlying areas as required by the size of the incident, the ability to control it, and the gravity of the situation. As subsequent tiers are activated, they absorb the lower tiers and assume responsibility for management of the response.</p> <p><u>The Company follows the Incident Command System.</u></p> <p>Level I - Those incidents that can be managed locally, with local personnel (Terminal Response Team), equipment, and contractors. Typically a hydrocarbon release; typically away from critical/sensitive areas requiring response operations utilizing TT&amp;R operation and local contractor resources; and/or any incident involving minimal public impact.</p> <p>Level II - Those incidents that require area resources for spill management, response, and support. The District Response Team will combine with the Terminal Response Team. Typically a hydrocarbon release; typically on a public body of water with minimal critical/sensitive area impact potential; handled by a regional response using regional contractor resources; the CERT would likely be notified with minimal use of their resources; and/or any incident involving significant public impact.</p> <p>Level III - Those incidents that require resources from the entire organization for spill management, response, and support. Typically a hydrocarbon release; typically on a major body of water; significant critical/sensitive area impact potential; and/or any incident involving significant and substantial public impact. Involves the large spill response contractor resources besides local, regional, and CERT resources.</p> <p>The Company's response organization is intended to be flexible and depending on the situation, all ICS units may not be staffed or several units may be handled by the same person depending on the situation.</p> <p><b>Emergency Response Team</b></p> <p>TT&amp;R fills positions on the Emergency Response Team (Team) with qualified company personnel. In the event individual Team members or the Team as a whole are mobilized for an oil discharge, responding to the spill will supersede normal operating responsibilities. The number of people required to effectively respond to any incident will depend on the area(s) contaminated. For example, during a minor discharge, personnel who are initially mobilized may be able to efficiently perform the work necessary while maintaining their normal job functions. However, a major release may require one or more individuals for each position of responsibility. In the latter case, these employees may be scheduled on a "shift basis."</p> <p>Personnel on the Team have the authority to commit the necessary resources and make appropriate expenditures to implement this Plan.</p> <p>Note that a Level I team is referred to as a Local Emergency Response Team, whereas, Level II and Level III teams are referred to as an Emergency Response Team. Teams are modular, depending on the size and scope of an incident. Response Team positions will be filled by personnel on an as needed basis, depending on the circumstances of the situation.</p> <p>If the primary designee for each Team position is unavailable, the alternate should be notified to assume his/her responsibilities.</p> <p>APPENDIX D summarizes key Emergency Response Team positions. A prerequisite for a successful response operation is that each Team member be familiar with their primary responsibilities, as well as each alternate position of responsibility they may be assigned to serve.</p>

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### 1.7.1.1 Response Resources And Actions, Continued

1.7.1.1 Response Resources And Actions, Continued
COMPANY RESPONSE PERSONNEL AND EMERGENCY RESPONSE TIERS, CONTINUED
CORPORATE EMERGENCY RESPONSE TEAM (CERT)
<p>The Corporate Emergency Response Team (CERT):</p> <ul style="list-style-type: none"> <li>• Is activated by dialing <b>Confidential</b> (NOTE: The Senior Manager, or his designee in the ICS organization structure for the identified level of response, is responsible for the CERT call.)</li> <li>• Provides support to local management in handling major emergencies.</li> <li>• Provides instruction and advice to Executive Management concerning such a major emergency. This includes taking command of the response operations when necessary.</li> </ul>
EMERGENCY RESPONSE AND INCIDENT COMMAND SYSTEM
<p>This section describes organizational features and duties of local response personnel and the broader Company Emergency Response Team.</p> <p>The key to an effective emergency response is a rapid, coordinated, tiered response by the affected facility and the Emergency Response Team, consistent with the magnitude of an incident.</p> <p>First response to an incident at the facility will be provided by local response personnel. The Emergency Response Team will respond, to the degree necessary, to incidents exceeding local capability. If a response exceeds the local response personnel's capabilities, the Local Incident Commander will activate the Emergency Response Team.</p> <p>These response teams will use the NIMS Incident Command System (ICS) to manage the emergency response activities. Because ICS is a management tool that is readily adaptable to incidents of varying magnitude, it will typically be used for all emergency incidents. Staffing levels will be adjusted to meet specific response team needs based on incident size, severity, and type of emergency.</p> <p>An explanation of ICS and the roles and responsibilities for primary members of the response teams are provided in APPENDIX D to this plan. Additionally, the USCG Incident Management Handbook (IMH) contains an in-depth description of all ICS positions, ICS development, response objectives and strategies, command responsibilities, ICS specific glossary/acronyms, resource typing, the IAP process, and meetings. The IMH can be located at <a href="http://www.uscg.mil/hq/hsfweb/download/IMH/IMH-2001.pdf">www.uscg.mil/hq/hsfweb/download/IMH/IMH-2001.pdf</a>.</p>
Qualified Individual
<p>It is the responsibility of the Qualified Individual (QI) or his/her designee to coordinate with the Federal On-Scene Coordinator (FOSC) and State On-Scene Coordinator (SOSC) throughout the response. The vital duties of the QI are described in <b>SECTION 1.3.6</b> of this plan.</p>
Local Response Personnel
<p>The first Company person on scene will function as the Incident Commander and person-in-charge until relieved by an authorized supervisor who will then assume the position of Incident Commander (IC). Transfer of command will take place as more senior management respond to the incident. For response operations within the control of the local response personnel, the role of IC will typically be assumed and retained by Terminal Management.</p> <p>The number of positions/personnel required to staff the local response personnel will depend on the size and complexity of the incident. The duties of each position may be performed by the IC directly or delegated as the situation demands. The IC is always responsible for directing the response activities and will assume the duties of all the primary positions until the duties can be delegated to other qualified personnel.</p> <p>The local response personnel should try to fill the necessary positions and request additional support from the Emergency Response Team to fill/back up all the positions as the incident may dictate.</p>

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### 1.7.1.1 Response Resources And Actions, Continued

1.7.1.1 Response Resources And Actions, Continued
EMERGENCY RESPONSE AND INCIDENT COMMAND SYSTEM, Continued
<p><u>Emergency Response Team</u></p> <p>For spill response operations outside the capabilities of the local response personnel, the QI/AQI or IC will determine the need for mobilization of the Emergency Response Team (ERT). The members of the local response personnel will typically become members of the ERT.</p> <p>The Emergency Response Team (ERT), once fully staffed, is designed to cover all aspects of a comprehensive and prolonged incident response. The number of positions/personnel required to staff the ERT will depend on the size and complexity of the incident. During a prolonged response, additional personnel may be cascaded in, and more than one level within the Team may be involved to sustain 24-hour operations.</p> <p>The ERT is basically organized according to the NIMS Incident Command System principles, described below. Led by the Incident Commander, the team is composed of the following principal components:</p> <ul style="list-style-type: none"> <li>• Command</li> <li>• Operations</li> <li>• Planning</li> <li>• Logistics</li> <li>• Finance</li> </ul> <p>The Emergency Response Team is staffed by specially trained personnel from various facility/corporate locations, and by various contract resources as the situation requires. The ERT is headed by the Senior Management Advisors (SMA)</p>
<p><u>Incident Command System</u></p> <p>The Incident Command System is intended to be used as an emergency management tool to aid in mitigating all types of emergency incidents. This system is readily adaptable to very small emergency incidents as well as more significant or complex emergencies. The Incident Command System utilizes the following criteria as key operational factors:</p> <ul style="list-style-type: none"> <li>• Assigns overall authority to one individual</li> <li>• Provides structured authority, roles and responsibilities during emergencies</li> <li>• The system is simple and familiar, and is used routinely at all incidents</li> <li>• Communications are structured</li> <li>• There is a structured system for response and assignment of resources</li> <li>• The system provides for expansion, escalation, and transfer/transition of roles and responsibilities</li> <li>• The system allows for "Unified Command" where agency involvement at the command level is required</li> </ul> <p>Effective establishment and utilization of the Incident Command System during response to all types of emergencies can:</p> <ul style="list-style-type: none"> <li>• Provide for increased safety</li> <li>• Shorten emergency mitigation time by providing more effective and organized mitigation</li> <li>• Cause increased confidence and support from local, state, and federal public sector emergency response personnel</li> <li>• Provide a solid cornerstone for emergency planning efforts</li> </ul>

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### 1.7.1.1 Response Resources And Actions, Continued

1.7.1.1 Response Resources And Actions, Continued
EMERGENCY RESPONSE AND INCIDENT COMMAND SYSTEM, Continued
<p><u>Unified Command</u></p> <p>As a component of an ICS, the Unified Command (UC) is a structure that brings together the Incident Commanders of all major organizations involved in the incident to coordinate an effective response while still meeting their own responsibilities. The UC links the organizations responding to the incident and provides a forum for the Responsible Party and responding agencies to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and responders may blend together throughout the organization to create an integrated response team. The ICS process requires the UC to set clear objectives to guide the on-scene response resources.</p> <p>Multiple jurisdictions may be involved in a response effort utilizing Unified Command. These jurisdictions could be represented by any combination of:</p> <ul style="list-style-type: none"> <li>• Geographic boundaries</li> <li>• Government levels</li> <li>• Functional responsibilities</li> <li>• Statutory responsibilities</li> </ul> <p>The participants of Unified Command for a specific incident will be determined taking into account the specifics of the incident and existing response plans and/or decisions reached during the initial meeting of the UC. The UC may change, as an incident progresses in order to account for changes in the situation.</p> <p>The UC is responsible for overall management of an incident. The UC directs incident activities and approves and releases resources. The UC structure is a vehicle for the coordination, cooperation and communication that is essential to an effective response. UC representatives must be able to:</p> <ul style="list-style-type: none"> <li>• Agree on common incident objectives and priorities</li> <li>• Have the capability to sustain a 24-hour-7-day-a-week commitment to the incident</li> <li>• Have the authority to commit agency or company resources to the incident</li> <li>• Have the authority to spend agency or company funds</li> <li>• Agree on an incident response organization</li> <li>• Agree on the appropriate Command and General Staff assignments</li> <li>• Commit to speak with "one voice" through the Information Officer or Joint Information Center</li> <li>• Agree on logistical support procedures</li> <li>• Agree on cost-sharing procedures</li> </ul>
<p><u>Site Safety and Health Plan(s) Development</u></p> <p>The Incident Commander or Safety Representative is responsible for preparing a Site Safety and Health Plan that establishes site-specific policies, practices, and procedures to protect workers and the public from contacting potential chemical and/or physical hazards. A Site Safety and Health Plan will:</p> <ul style="list-style-type: none"> <li>• Describe who is responsible for monitoring site safety.</li> <li>• Characterize the risks associated with each operation that will be conducted in the area covered by the plan.</li> <li>• Describe known chemical and physical hazards, and the measures that have been instituted to eliminate the hazards or reduce them to acceptable levels.</li> <li>• Define the level of HAZWOPER training required for workers commensurate with their job responsibilities.</li> <li>• Describe site control measures, and will include a site map.</li> <li>• Describe decontamination procedures for personnel and equipment.</li> </ul>

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#### 1.7.1.1 Response Resources And Actions, Continued

#### 1.7.1.1 Response Resources And Actions, Continued

## COORDINATION WITH FEDERAL / STATE / LOCAL RESPONSE

The Company's response organization will utilize an Incident Command System (ICS) to manage the response internally. Using this management system will ensure all Company response personnel, spill response contractors and agency representatives are coordinating the response effort within a specified organizational structure.

In the event of a discharge or a substantial threat of a discharge that would involve the activation of the Federal On-Scene Coordinator (FOSC), this Plan is designed to be consistent with both the National Contingency Plan (NCP) and the Area Contingency Plan (ACP) which designates the coordination and responsibilities between the responsible party and the FOSC. The Company intends to remain in command of all response activities. A Unified Command Structure will be formed by the Company that will include the Company's Response Teams and representatives of federal, state and local agencies to manage the response activities.

## OIL SPILL REMOVAL ORGANIZATIONS (OSROs)

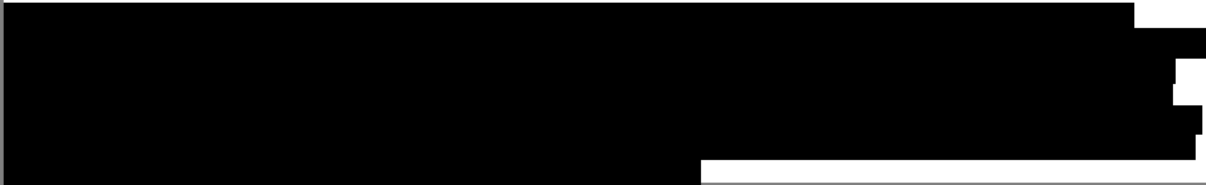
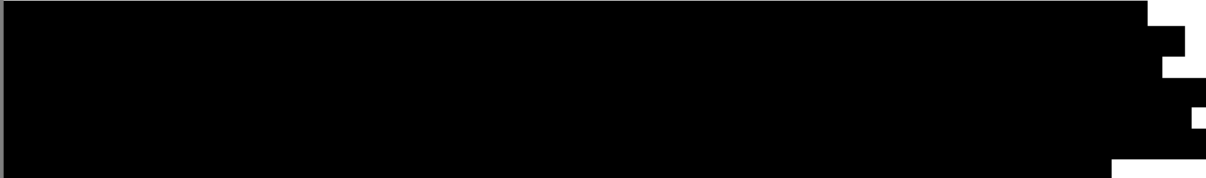
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**1.7.1.1 Response Resources And Actions, Continued**

<b>1.7.1.1 Response Resources And Actions, Continued</b>	
<b>VOLUNTEERS</b>	
The Company will not hire and/or train volunteers for work on a spill response incident. Instead, the Company will refer volunteers to appropriate state and/or local agencies or organizations that are set up to handle volunteers.	
<b>USCG and NAVY RESOURCES</b>	
The USCG and Navy also have stockpiles of equipment that are generally available to the private sector after sources of equipment provided by private contractors have been exhausted. The USCG stores material in Mobile, Alabama, Ft. Dix, New Jersey, and Hamilton Field, California. The Navy maintains equipment in Stockton, California and Williamsburg, Virginia. The Navy also has salvage equipment. Requests for federal equipment can be expedited when made through the Federal On Scene Coordinator.	
<b>ABILITY TO IMPLEMENT PLAN, INCLUDING RESPONSE TRAINING AND PRACTICE DRILLS</b>	
The FRP serves as the basis for all training and drills - Company personnel are not only trained in the FRP, but are expected to use the FRP in practice for both drills and actual response. As outlined in the FRP, the Company has developed an overall program to prepare terminal personnel for spill response and to respond to other emergencies. This program consists of the training and drills as outlined in FRP Section 1.8.3 "Training and Drills". Personnel are trained in accordance with the OSHA HAZWOPER Standard for spill response, as well as spill prevention in accordance with EPA requirements. Personnel are also trained for positions in the Incident Command System (ICS), and qualified for positions in a Spill Management Team following the guidance in the ICS System. Terminal personnel also participate in the National Preparedness for Response Exercise Program (PREP) in accordance with the PREP Guidelines. Drills are held at the terminal level annually, and at district, and corporate wide on a periodic basis. Drills include equipment deployment and spill management team tabletop exercises. In addition to drills, Company personnel may be asked to participate as responders in actual responses. Actual responses are evaluated and used to refine future training and drills. Thus, Company personnel are prepared to respond as needed and are able to implement the FRP.	
<b>Confidential</b>	
	
<b>Confidential</b>	
	

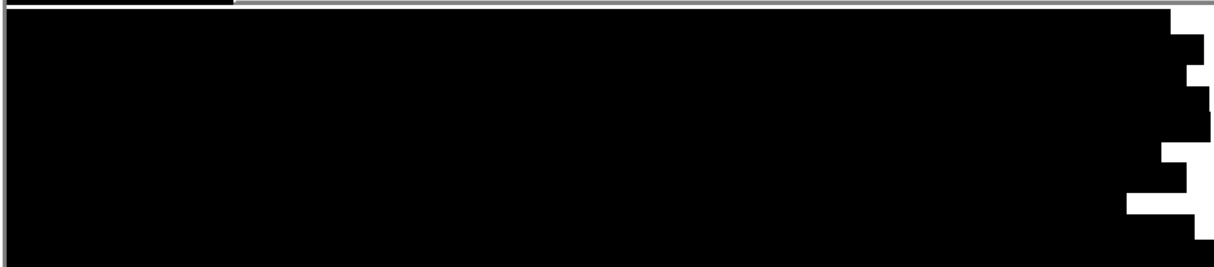
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**1.7.1.1 Response Resources And Actions, Continued**

1.7.1.1 Response Resources And Actions, Continued	
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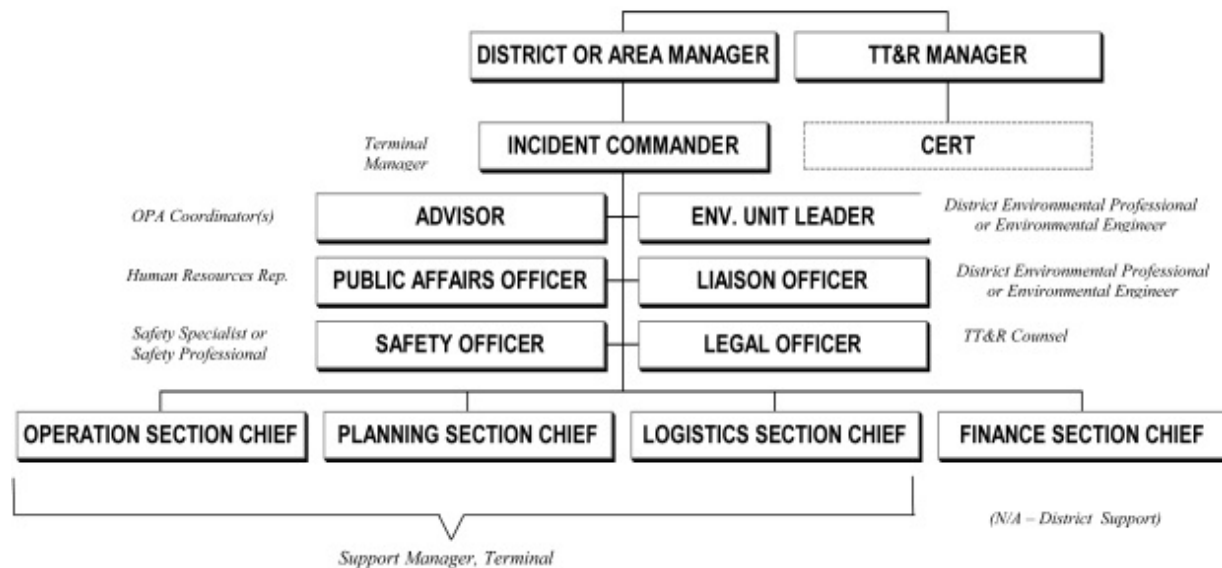
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## Incident Command System / Response Team Organizational Chart

## TERMINAL, TRANSPORT & RAIL (TT&R) LEVEL I RESPONSE TEAM



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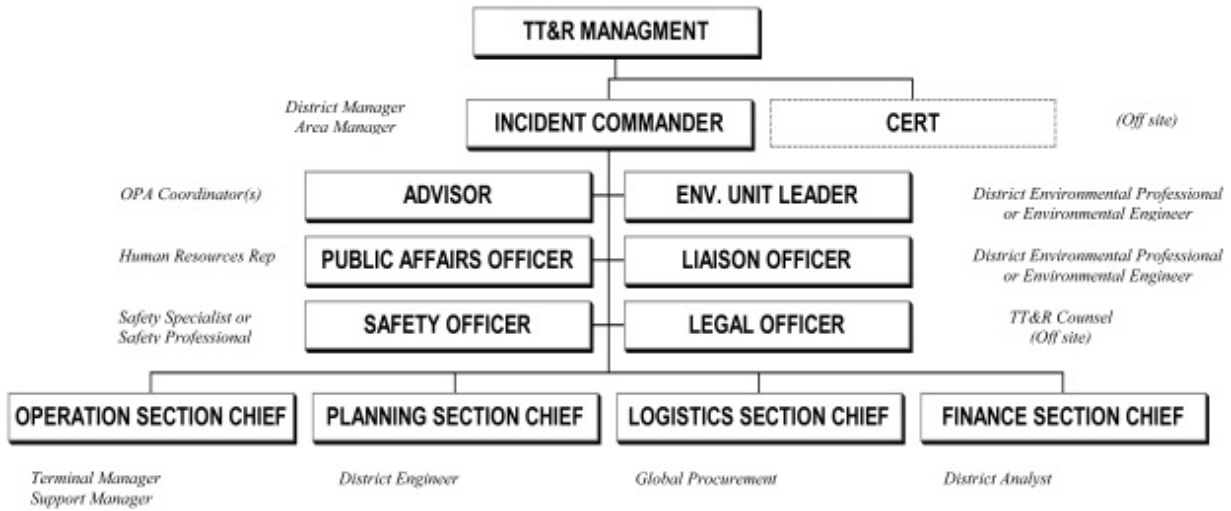
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## Incident Command System / Response Team Organizational Chart, Continued

## TERMINAL, TRANSPORT & RAIL (TT&R) LEVEL II RESPONSE TEAM



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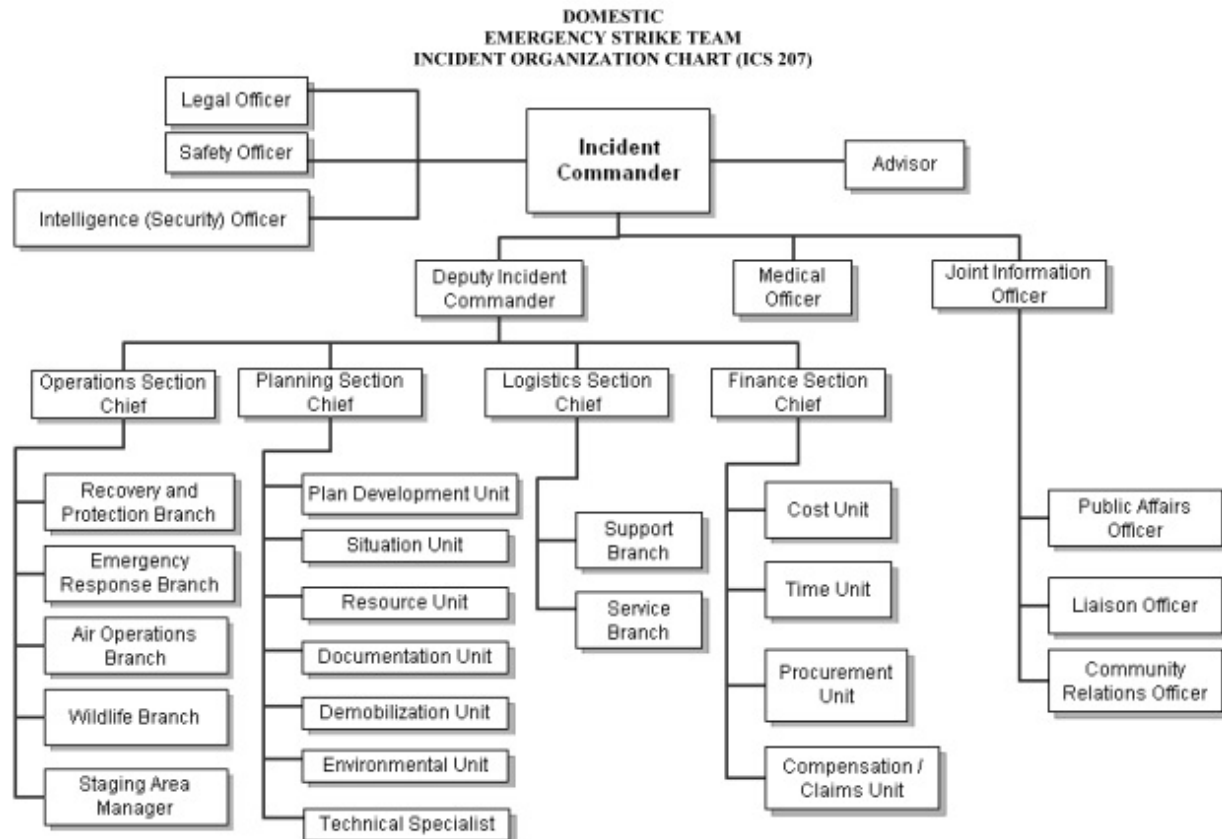
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## Incident Command System / Response Team Organizational Chart, Continued

## CORPORATE EMERGENCY RESPONSE TEAM – (CERT) LEVEL III RESPONSE TEAM



**Note: Not all positions listed above need to be filled and will be filled on an as needed basis.**

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### 1.7.1.2 Oil Spill Response - Immediate Actions

1.7.1.2 Oil Spill Response - Immediate Actions	
Description of Immediate Response Actions	
1. Stop the product flow - Act quickly to secure pumps, close valves, etc.	
2. Warn personnel - Enforce safety and security measures.	
3. Shut off ignition sources - Motors, electrical circuits, open flames, etc.	
4. Initiate containment - Around the tank and/or in the water with oil boom.	
5. Notify <b>Confidential</b> ( ) who will contact the MPC Environmental Professional (EP) who will contact the NRC at 1-800-424-8802. In addition, the EP may notify the FOSC and SOSC, as appropriate.	
6. Notify, as appropriate OSRO, local officials, and neighbors.	
Considerations for Spills of High Flash Oils into Water (Flash Point Higher than 100° Fahrenheit)	
NOTE: Personnel safety is the primary consideration in any emergency. Avoid excessive exposure to liquid and vapors. These procedures are considerations only. Actual circumstances may dictate that procedures followed may differ somewhat from those listed below.	
These materials are not extremely flammable and the preferred response is containment and mechanical recovery.	
<ul style="list-style-type: none"> <li>Determine the direction and expected duration of spill movement.</li> <li>Deploy containment boom and skimmers in attempt to contain and recover as much oil as possible. Monitor the boom for effectiveness.</li> <li>Advise boats operating in the area of potential danger and direct them out of the area.</li> <li>Request that the U.S. Coast Guard establish vessel traffic control or a "no wake" zone in the area.</li> <li>If the spill escapes the immediate area, review the location of environmentally sensitive areas and the Response Maps. Determine which of these may be threatened by the spill and direct the clean-up contractor to proceed to these locations and protectively boom sensitive areas.</li> </ul>	
Considerations for Spills of Low Flash Oils into Water (Flash Point Lower than 100° Fahrenheit)	
NOTE: Personnel safety is the primary consideration in any emergency. Avoid excessive exposure to liquid and vapors. These procedures are considerations only. Actual circumstances may dictate that procedures followed may differ somewhat from those listed below.	
These materials float on water and are extremely flammable. With low flash oils (gasoline) significant evaporation will occur if the material is dispersed over water. Consideration should be given to whether or not permitting the material to evaporate and disperse is preferable to attempting to contain an extremely flammable material that may be at explosive concentrations. The preferred response is to protect shorelines from fouling and/or allow evaporation to occur, then contain the spill, and recover.	
<ul style="list-style-type: none"> <li>Determine the direction and expected duration of spill movement.</li> <li>Deploy containment boom and skimmers in an attempt to contain and recover as much oil as possible. Monitor the boom for effectiveness.</li> <li>Advise boats operating in the area of potential danger and direct them out of the area.</li> <li>Request that the U.S. Coast Guard establish vessel traffic control or a "no wake" zone in the area and an advisory noting "High Flammability."</li> <li>If the spill escapes the immediate area, review the location of environmentally sensitive areas. Determine which of these may be threatened by the spill and direct the clean-up contractors to proceed to these locations to protectively boom sensitive areas.</li> <li>After light ends have dissipated so that the flash point is above 100°F, containment will become more practical.</li> </ul>	
Considerations for Spills on Land	
NOTE: Personnel safety is the primary consideration in any emergency. Avoid excessive exposure to liquid and vapors. These procedures are considerations only. Actual circumstances may dictate that procedures followed may differ somewhat from those listed below.	

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**1.7.1.2 Oil Spill Response - Immediate Actions, Continued**

<b>1.7.1.2 Oil Spill Response - Immediate Actions, Continued</b>	
<b>Considerations for Spills on Land, Continued</b>	
<ul style="list-style-type: none"><li>• Start confinement operations immediately to prevent oil from reaching waterways or groundwater.</li><li>• Consider covering oil with foam.</li><li>• If the ground is permeable, line and dike a temporary storage location.</li><li>• Be alert for underground utilities and water-bearing formations. Remember that oil may penetrate deeper if impermeable natural layers are disturbed.</li><li>• If oil enters any underground piping system (electrical, cable, telephone, etc.), contact operator immediately.</li><li>• Do not allow vehicles to run over saturated areas.</li><li>• For low flash product, use non-sparking systems, have fire trucks or firefighting equipment nearby, and inform personnel involved of the product's flammability.</li></ul>	

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### 1.7.2 DISPOSAL PLANS

The table below contains a summary of the disposal plan. Listed below the table is the facility strategy for disposing of waste generated by a response operation.

MATERIAL	TSDF	LOCATION	PHONE#	BOL OR MANIFEST
Recovered Product		Confidential		
Petroleum Contaminated Water	Confidential			
Contaminated Soil	Confidential			
Contaminated Equipment	Confidential			
Personnel Protective Equipment	Confidential			
Decontamination Solutions	Confidential			
Absorbents (pads, booms, etc.)	Confidential			
Spent Chemicals	Confidential			

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## Disposal Plans

\* 24-hour number

Disposal Plans	
Recovering, Reusing, Decontaminating, or Disposing of Materials	
To ensure proper storage of waste materials, all waste materials must be segregated by type of material. Proper segregation will facilitate proper disposal/recycling/treatment management.	
Solid materials generated during a spill or fire event would typically be contaminated soils, contaminated organic debris, contaminated trash, contaminated equipment and contaminated worker clothing and personal protective equipment (PPE).	
Recovered Product	
<ul style="list-style-type: none"> <li>Liquid material generated during a spill or fire event, such as recovered product, could be temporarily stored in vacuum trucks, frac tanks, trailers, or any available tankage at the Terminal. Depending on the amount of liquids, a barge may be used to temporarily store liquids.</li> <li>Water and product mixtures will be sent to recovery/reprocessing at a refinery or third-party vendor, or the material may be sent to a local municipal waste water treatment plant for treatment and processing.</li> </ul>	
Contaminated Soil	
<ul style="list-style-type: none"> <li>Contaminated soils could either be excavated and stored on lined temporary storage areas, hauled off in dump trucks or left in place for in-situ soil remediation.</li> <li>Excavated contaminated soil may be sent off site for disposal or some form of treatment. Soils not excavated may be treated by in-situ treatment or bioremediation.</li> </ul>	
Contaminated Equipment and Materials	
<ul style="list-style-type: none"> <li>To ensure public safety, waste containers should be stored at least 50 feet from the fence line whenever possible.</li> <li>Operationally generated solid waste materials are usually temporarily stored in 55-gallon drums, lined roll off dumpsters or dump trucks.</li> <li>Operationally generated liquid waste materials are usually temporarily stored in vacuum trucks, frac tanks, or liquid transports.</li> <li>Contaminated Terminal equipment such as piping, pumps, parts, valves, shovels, tools, etc., will be decontaminated and reused if possible, (or non-hazardous disposal or scrap metal recycling) and if not possible will be temporarily stored in lined drums or lined roll off dumpsters before being sent off site for disposal or recycling.</li> <li>Organic debris (limbs, leaves, etc.) could either be stored on a lined temporary storage area or lined roll off dumpsters. Inorganic trash could be temporarily stored in lined roll off dumpsters.</li> <li>Contaminated organic debris, depending on the material, will be sent off site for treatment and disposal.</li> <li>Contaminated inorganic debris, depending on the material, will be sent off site for treatment and disposal.</li> </ul>	
Personnel Protective Equipment	
<ul style="list-style-type: none"> <li>Contaminated worker clothing and PPE will be decontaminated and reused if possible, and if not possible, will be temporarily stored in lined drums or lined roll off dumpsters.</li> <li>Worker clothing and PPE will be decontaminated if possible, or sent off site for treatment if hazardous or non-hazardous disposal, as necessary.</li> </ul>	
Decontamination Solutions	
<ul style="list-style-type: none"> <li>Other liquids that could be generated during an event are decontamination solutions. Decontamination solutions could either be temporarily stored in 55-gallon drums, frac tanks or vacuum trucks.</li> </ul>	

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## Disposal Plans, Continued

\* 24-hour number

Disposal Plans, Continued	
Decontamination Solutions, Continued	
<ul style="list-style-type: none"> <li>Spent solutions may include oily water or non-oily rinse water. The two streams should be kept separately or for small amounts can be mixed. These solutions can be kept in frac tanks, tank trucks, drums, or PVCs farm tanks.</li> </ul>	
Absorbents	
<ul style="list-style-type: none"> <li>Contaminated spill response equipment will be decontaminated and reused if possible, and if not possible, will be temporarily stored in drums or lined roll off dumpsters.</li> </ul>	
<ul style="list-style-type: none"> <li>Contaminated absorbents and spill response generated materials will be sent offsite for proper recycling or disposal.</li> </ul>	
<ul style="list-style-type: none"> <li>Absorbents can be kept separately and in some cases even squeezed out and reused. Used absorbents can be stored in lined roll offs boxes that can be covered to prevent water intrusion.</li> </ul>	
Spent Chemicals	
<ul style="list-style-type: none"> <li>Other liquids could be generated during an event such as fire fighting foam. Fire fighting foam could either be picked up with a vacuum truck or Confidential as it is a non-hazardous material.</li> </ul>	
<ul style="list-style-type: none"> <li>It's unlikely that other chemicals would be used in a spill in inland waters. If chemicals are used the means of storage and disposal of the spent chemical must be determined before use.</li> </ul>	
COMPLIANCE WITH FEDERAL, STATE & LOCAL REGULATIONS	
<p>The Company's terminal waste management is governed by the solid waste regulations of the State Environmental Protection Division in the state in which the Terminal operates and the EPA (40 CFR Part 260-265). These regulations outline methods and procedures for proper waste management, transportation and disposal/recycling/treatment. Any disposal will be conducted in full accordance with Federal, State, and Local regulations.</p>	
<p>Personnel are directed to refer to the terminal's Waste Management Plan for additional detail regarding any content contained in this Plan.</p>	
TRANSPORTATION & DISPOSAL PERMITS	
<p>All waste transported for disposal/recycling/treatment must be properly labeled and accompanied with the proper paperwork.</p>	
<p>All waste shipments are tracked by either a bill of lading, a non-hazardous manifest, or a RCRA Uniform Hazardous Waste Manifest.</p>	
<p>All disposal/recycling/treatment will be done by companies that have obtained the necessary permits to accept and treat that type of waste.</p>	
<p>Further, any such recycling and disposal companies will have been vetted and approved for use by the Corporate Environmental Support Group's 'Waste Management Vendor Approval Program'.</p>	
<p>Following is a listing for hazardous and non-hazardous disposal firms, transporters, and container suppliers that the Terminal is currently using for operational generated wastes. In response to event generated wastes the Company would use additional firms that are permitted to recycle, treat and or dispose of hazardous waste.</p>	
DISPOSAL / TRANSPORTERS	
<p>Confidential</p>	
Disposal Firms	
<p>Confidential</p>	

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**Disposal Plans, Continued**

\* 24-hour number

Disposal Plans, Continued	
<b>Transporters</b>	
Confidential	
<b>VENDORS THAT PROVIDE WASTE CONTAINER SERVICES</b>	
Confidential	
NOTE: In case of a spill incident, any available tank can be used for temporary storage of recovered product.	
<b>RECORDS, DISPOSAL FORMS and DISPOSAL STATUS TRACKING</b>	
Confidential	

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**1.7.3 CONTAINMENT AND DRAINAGE PLANNING**

FACTORS
Description of Containing/Controlling a Spill Through Drainage
<b>Confidential</b> [Redacted]
Drainage from containment areas is as follows:
<b>Confidential</b> [Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

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## 1.7.3 CONTAINMENT AND DRAINAGE PLANNING, CONTINUED

FACTORS
Available Volume of Containment
Confidential
Route(s) of Drainage
Confidential
Construction Materials Used in Drainage Troughs
Confidential
Type and Number of Valves Separators
Confidential
Sump Pump Capacities
Confidential
Containment Capacity of Weirs and Booms
Confidential
Other Clean Up Materials
None

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## **1.8 SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING**

This section describes the self-inspection, drills/exercises, and response training conducted at the Facility.

### **1.8.1 FACILITY SELF-INSPECTION**

Tanks (**SECTION 1.8.1.1**), response equipment (**SECTION 1.8.1.2**), and secondary containment (**SECTION 1.8.1.3**) are inspected in accordance with the procedures described below. Completed copies of the blank inspection forms provided in **APPENDIX I** to this plan are kept on file for five (5) years in the Terminal Office Building. The above records are kept electronically on the company network

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1.8 Self-inspection, Drills/Exercises, And Response Training

### 1.8.1.1 Tank Inspection

1.8.1.1 Tank Inspection	
<b>Inventory</b>	
The Terminal conducts a daily (workday) inventory of product, which serves as a check for potential leaks. The inventory in storage is compared and reconciled with the quantity of product received and the quantity of product shipped.	
If the daily (workday) inventory indicates a discrepancy, the inventory and gauging will be rechecked. If the discrepancy is unresolved by a recheck, the discrepancy will be reported to the Terminal Manager.	
<b>Tank Farm Inspections - Light Products Terminals</b>	
All field-erected aboveground storage tanks (ASTs) are inspected on a regular basis in accordance with API-653 recommendations. All shop fabricated aboveground storage tanks (AST's) are inspected on a regular basis in accordance with API-653 or STI-SP001 standards. These include in-service and out-of-service inspections at intervals not to exceed those specified by the standards. In addition, routine walk-arounds and monthly inspections are performed.	
The routine walk-arounds are performed visually by terminal personnel. All storage tanks are observed for signs of abnormal conditions which could affect the integrity of the tank and lead to a product release. Deficiencies are reported to the terminal manager and addressed as soon as possible.	
The monthly inspections are also performed by terminal personnel and are documented on appropriate forms. All storage tanks are observed for signs of abnormal conditions which could affect the integrity of the tank and lead to a product release. Deficiencies are reported to the terminal manager and addressed as soon as possible. Records of these inspections are maintained in the terminal office for a period of three years, in accordance with the company's records management policy.	
The 5-year in-service inspection is performed by an authorized inspector. The inspection includes ultrasonic thickness testing of the tank shell and a more thorough assessment of the condition of the tank, its appurtenances and the foundation. Deficiencies are reported to the terminal manager and addressed as soon as possible. Records of these inspections are retained in each tank's official file for the life of the asset, in accordance with the company's records management policy.	
At an interval not to exceed 20 years, every field-erected AST is removed from service, cleaned, and a comprehensive internal and external inspection is performed in accordance with API 653. The tank is repaired or upgraded by a qualified tank contractor as required to bring the tank into API 653 compliance. Complete documentation of the inspection and repairs is included in the tank's official file for the life of the asset, in accordance with the company's records management policy.	
If a tank is removed from service and cleaned outside the normal out-of-service inspection cycle, a visual inspection of the tank bottom will be performed. If significant corrosion is evident, nondestructive testing will be performed to assess the floor's condition. Other abnormal conditions affecting the tank's integrity will be addressed at that time. Records of these inspections are retained in each tank's official file for the life of the asset, in accordance with the company's records management policy.	
<b>Brittle Fracture</b> If a field-constructed aboveground container undergoes a repair, alteration, reconstruction, or a change in service that might affect the risk of a discharge or failure due to brittle fracture or other catastrophe, or has discharged oil or failed due to brittle fracture failure or other catastrophe, an evaluation of the container for risk of discharge or failure due to brittle fracture or other catastrophe will be completed.	

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1.8 Self-inspection, Drills/Exercises, And Response Training

### 1.8.1.2 Response Equipment Inspection

1.8.1.2 Response Equipment Inspection		Comments
<b>Response Equipment Inspection</b>		
The Terminal conducts a daily (workday) inventory of product, which serves as a check for potential leaks. The inventory in storage is compared and reconciled with the quantity of product received and the quantity of product shipped.		
See Form 601 (Facility Response Equipment List/Inspection Log) for inspection criteria and documentation of inspection record.		
<b>Fire Equipment Inspection</b>		
Inspections of fire extinguishers are conducted monthly with detailed inspections conducted annually. All other fire equipment such as hoses, hydrants/monitors, foam system, fire buildings and equipment are inspected annually. If equipment is used, it will be inspected and repaired or replaced as necessary before being put back into service.		
<b>Records Retention</b>		
The Terminal maintains records of tank and secondary containment, response equipment, and fire extinguisher inspections for a five (5) year period.		
The Company's Form 601 (Facility Response Equipment Inspection Log) should be retained for a period of five (5) years.		
Any of the above records may be kept electronically on the company network.		

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1.8 Self-inspection, Drills/Exercises, And Response Training

**Response Equipment Inspection Log**

Terminal response equipment, listed in **SECTION 1.3.2** of this plan must be regularly inspected for the following items: inventory, storage location, accessibility, operational status/condition, actual use/testing, and shelf life. A blank Response Equipment Inspection Log is provided in **APPENDIX I** to this plan for use as a guide.

Response equipment inspection records are kept on file for five (5) years in the Terminal Office Building.

**RESPONSE EQUIPMENT INSPECTION LOG**

[Click to view/print Response Equipment List](#)

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Inspector's Signature

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Inspection Date

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1.8 Self-inspection, Drills/Exercises, And Response Training







### 1.8.1.3 Secondary Containment Inspection

Secondary containment areas will be inspected daily in accordance with the Facility Terminal SPCC Plan. The inspections include the following:

- Dike or berm system: level of precipitation in dike/available capacity; operational status of drainage valves; dike or berm permeability; debris; erosion; permeability of the floor of the diked area; location/status of pipes, inlets, drainage beneath tanks, vegetation obscuring inspection of tank and piping, etc.
- Secondary Containment: cracks; discoloration; presence of spilled or leaked material (standing liquid); corrosion; valve conditions.
- Retention and drainage ponds: erosion; available capacity; presence of spilled or leaked material; debris; and stressed vegetation (possible indication of leak).

In addition to the daily walkabout inspections, terminal personnel perform monthly logged inspections of dike and berm systems, secondary containment, and impoundment areas such the surface depression located on the eastern portion of the facility. A blank Secondary Containment Inspection Log is provided in **APPENDIX I** to this plan for use as a guide.

Secondary containment inspection records are kept for five (5) years. The records are kept electronically on the company network.

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1.8 Self-inspection, Drills/Exercises, And Response Training

### 1.8.2 FACILITY DRILLS/EXERCISES

The terminal drill and exercise program is based on the National Preparedness for Response Exercise Program (PREP) Guidelines for United States Coast Guard regulated facilities and also recommended for use by the Federal EPA (refer to **SECTION 4.0** of this plan). The program includes both internal and external exercises.

A summary of the requirements for this facility is provided in the table below. For more detail, refer to the PREP Guidelines.

#### National Preparedness for Response Exercise Program (PREP) EXERCISES AND FREQUENCIES

Type of Exercises	Internal / External	Frequency
Q.I. Notification	Internal	Quarterly
Emergency Procedures Exercise (Optional)	Internal	Quarterly
Spill Management Team - Table Top Exercise <sup>(1)</sup>	Internal	Annual
Equipment Deployment Exercise <sup>(2)</sup>	Internal	Annual
Unannounced Exercise <sup>(3)</sup>	Internal	Annual
Area Exercise	External	Triennial <sup>(4)</sup>
Government-initiated Unannounced Exercise	External	Triennial <sup>(4)</sup>

- (1) At least one spill management team tabletop exercise in a triennial cycle would involve simulation of a worst-case discharge scenario.  
 (2) Fulfills exercise criteria as either a stand-alone exercise or as part of an OSRO Equipment Deployment exercise.  
 (3) Each plan holder must conduct a minimum of one (1) unannounced exercise per year, consisting of any of the exercises listed above it, except for the QI Notification Exercise.  
 (4) Plan holders who have successfully completed a PREP government-initiated unannounced exercise will not be required to participate in another one for at least 36 months from the date of the exercise.

#### Internal Drills / Exercises

Internal exercises are designed to examine the various components of the response plan to ensure the plan is adequate to meet the needs of the organization for spill response. They are conducted wholly within the Facility and can include the OSRO, but usually not other members of the response community. Internal exercises for the Facility consist of:

##### QI Notification Exercise (Quarterly)

The purpose of the QI notification exercise is to ensure that the QI can be reached in a spill response emergency. Contact by telephone, radio, pager, or facsimile must be made with the QI, and confirmation from the QI received. At least once a year, the exercise should be conducted during non-business hours. These exercises will be conducted either by facility personnel or by the OSRO.

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### Spill Management Team Tabletop Exercise (Annual)

Annual Spill Management Team (SMT) Tabletop Exercises (TTX) will be conducted by the OSRO as the contracted SMT. The purpose of the SMT TTX is to exercise the spill management team's organization, communication, and decision-making in managing a spill response. The exercises will use Facility's FRP to ensure that the SMT reviews the following elements:

- Knowledge of the response plan
- Proper notifications
- Communications system
- Ability to access an OSRO
- Coordination of internal organization personnel with responsibility for spill response
- An annual review of the transition from a local team to a regional, national, and international team, as appropriate
- Ability to effectively coordinate spill response activity with the National Response System (NRS) infrastructure. (If personnel from the NRS are not participating in the exercise, the spill management team should demonstrate knowledge of response coordination with the NRS)
- Ability to access information in Area Contingency Plan for location of sensitive areas, resources available within the area, unique conditions of area, etc.

The TTX will include involvement of one or more terminal representatives. At least one SMT TTX in each triennial cycle will involve a worst case discharge scenario.

### OSRO Equipment Deployment Exercise (Annual)

The OSRO in liaison with terminal personnel will annually conduct a deployment exercise utilizing spill response equipment. Exercises will involve deployment of each type of boom and each type of oil recovery system currently in use at the site as described in **SECTION 1.5** of this plan.

OSRO personnel will deploy sorbents, boom, other sorbent material, and/or block drainage ditches to simulate retaining of oil in ditches during the semi-annual terminal equipment drill. The sorbent deployed during drills will be similar to the material to actually be deployed during a spill response.

The two primary requirements for the equipment deployment exercise are:

- The personnel that would normally operate or supervise the operation of the response equipment will participate in the exercise. The personnel must demonstrate their ability to deploy and operate the equipment. All personnel involved in equipment deployment and operation will be involved in a training program.
- The response equipment must be in good operating condition. The equipment must be appropriate for the intended operating environment (river/canal). The equipment must operate during the exercise. All response equipment is included in a maintenance program.

The OSRO is required by contract to provide documentation of annual equipment deployment exercises. PREP drills/exercises requirements for deployment of OSRO response equipment will be conducted by the OSRO. The facility QI will maintain the OSRO documentation provided in **APPENDIX A** to this plan.

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### Unannounced Exercise (Annual)

Any of the exercises (other than QI notification), if conducted unannounced and evaluated, would satisfy this requirement. Response to an actual spill, if evaluated, would also satisfy this credit.

The facility is prepared and would participate in an unannounced exercise if requested by the Federal EPA upon their arrival at the facility. Depending on the scenario, the EPA proposed for the exercise, the unannounced exercise may or may not involve the participation of the facility's contracted OSROs. In the event the facility participated in and successfully completed a government-initiated unannounced exercise, the facility would not be required to participate in another Federal government-initiated unannounced exercise for at least 36 months.

### Emergency Procedures Exercise (Quarterly - Optional)

This facility has the option of conducting emergency procedures exercises. For PREP guidelines purposes, these exercises are designed to exercise the facility emergency procedures related to oil transfers. The objective is to ensure personnel knowledge of actions to be taken to mitigate a spill. This exercise may be a walk-through of the emergency procedures. An emergency procedures exercise conducted unannounced would satisfy the requirement for the annual unannounced exercise.

At this facility, internal exercises are self-evaluated and self-certified, in accordance with the following PREP definitions:

- **Self-evaluation** means that the plan holder is responsible for carefully examining the effectiveness of the plan for response during the exercise. The plan holder may choose the mechanism for conducting this appraisal, as long as it appropriately measures the plan effectiveness. The plan holder is responsible for addressing issues that arise in the exercise that would lead to improvements in the response plan or any aspect of preparedness for spill response. The plan holder is responsible for incorporating necessary changes to the response plan as a result of the exercise.
- **Self-certification** is where the plan holder declares he or she has met the following standards: (1) completion of the exercise; (2) conducting of the exercise in accordance with the PREP guidelines, meeting all objectives listed; and (3) evaluation of the exercise using a mechanism that appraises the effectiveness of the response or contingency plan. Proper documentation for self-certification should include, at a minimum, the following information:
  - The type of exercise
  - Date and time of the exercise
  - A description of the exercise
  - The objectives met in the exercise
  - The components of the response plan exercised
  - Lessons learned

The facility may take credit for multiple exercises when conducted in conjunction, as long as all objectives for each exercise are met, the exercise is evaluated, and a proper record is generated. Credit may be taken for an actual spill response when the objectives are met, the response is evaluated, and a proper record is generated.

Documentation forms for QI Notification Exercises and Spill Management Team Tabletop Exercises are provided in **Sections 1.8.2.1** and **1.8.2.2** of this plan, respectively. Records of internal exercises/drills conducted at the facility are retained on file for at least five (5) years in the office of the Operations Manager.

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1.8 Self-inspection, Drills/Exercises, And Response Training

## External Drills/ Exercises

External exercises are designed to examine the response plan and the ability of plan holders to coordinate with the response community to conduct an effective spill response. They extend beyond the internal focus of the company organization to include other members of the response community.

External exercises include Area Exercises and may also include government-initiated Unannounced Exercises. Facility will participate in external exercises as required by the lead agency (the Federal EPA).

### Area Exercise (Triennially)

The purpose of the area exercise is to exercise the entire response community in a particular area. An area is defined as "that geographic area for which a separate and distinct Area Contingency Plan has been prepared, as described in OPA 90." The response community includes the federal, state, and local government and industry. The area exercises are designed to exercise the government and industry interface for spill response.

The goal of area exercises is to ensure that all areas of the country are exercised triennially. All of the area exercises will be developed by an exercise design team. The exercise design team is comprised of representatives from the federal, state, and local government and industry. A lead plan holder would lead each area exercise. The lead plan holder is the organization (government or industry) that holds the primary plan that is exercised in the area exercise. The lead plan holder would have the final word on designing the scope and scenario of the exercise.

The National Scheduling Coordination Committee (NSCC) is responsible for authorizing credit for area exercises, based on the recommendations of the On-Scene Coordinator. Credit should be given to a plan holder for participation in an area exercise if the following circumstances exist (1) the response plan was utilized in an actual spill response; (2) the response involved the entire response community; (3) the objectives of the area exercise were met as outlined in the PREP guidelines; (4) the response was evaluated; and (5) the spill response was properly documented and certified. Note that actual spills must involve, at minimum, deployment of worst-case discharge tier 1 capabilities to be eligible for this credit.

The facility would participate in such an exercise if requested by the Federal EPA or its local contracted spill response company.

### Government-Initiated Unannounced Exercise (Triennially)

The government-initiated unannounced exercises are designed to give the agency with primary regulatory oversight over a particular industry the opportunity to evaluate, on a random basis, the response preparedness of that industry. Government-initiated unannounced exercises are limited to 10% of the plan holders per EPA region per year. Such exercises involve response to a small discharge (2,100 gallons outside secondary containment) and the deployment of equipment identified in the FRP to respond to such a discharge.

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1.8 Self-inspection, Drills/Exercises, And Response Training

A plan holder that has successfully completed a government-initiated unannounced exercise would not be required to participate in another Federal government - initiated unannounced exercise for at least 36 months from the time of the last exercise provided that the drill protocols and method of evaluation are equivalent.

Credit may be granted by the federal EPA for an actual spill response when the PREP objectives are met, the response is evaluated by the EPA, and a proper record is generated. Plan holders participating in this exercise may take credit for notification and equipment deployment exercises, if criteria for those exercises are met, the response is evaluated by the plan holder, and a proper record generated.

Documentation forms for QI Notification Exercises and Spill Management Team Tabletop Exercises are provided in **SECTION 1.8.2.1** and **SECTION 1.8.2.2** of this plan, respectively, and also in **APPENDIX I** to this plan.

Records of external exercises/drills conducted at the facility are retained on file for at least five (5) years in the office of the Operations Manager.

### Exercise of Response Plan Components

The PREP guidelines are based on a triennial (3-year) cycle. Every 3 years all components of the entire response plan must be exercised. All components need not be exercised during each exercise, as long as each component is exercised at least once within the triennial cycle. The terminal QI is responsible for documenting the components completed in each exercise.

The following components must be exercised:

#### Organizational Design

- 1) Notifications
- 2) Staff mobilization
- 3) Ability to operate within the response management system described in this plan

#### Operational Response

- 4) Discharge control
- 5) Assessment of discharge
- 6) Containment of discharge
- 7) Recovery of spilled material
- 8) Protection of sensitive areas
- 9) Disposal of recovered material and contaminated debris

#### Response Support

- 10) Communications
- 11) Transportation
- 12) Personnel support
- 13) Equipment maintenance and support
- 14) Procurement
- 15) Documentation

In a triennial cycle, internal exercises are conducted as follows:

- 12 QI notification exercises (conducted quarterly)
- 12 Emergency procedures exercises (conducted quarterly; optional for this facility)
- 3 Spill Management Team tabletop exercises (conducted annually) - one must involve a worst case discharge scenario
- 3 OSRO equipment deployment exercises (the OSRO will be required by contract to provide annual documentation of equipment deployment)
- 3 unannounced exercises - any of the exercises (other than QI notification), if conducted unannounced, and evaluated, would satisfy this requirement (conducted annually - response to an actual spill will be evaluated and taken as credit for this requirement)
- Triennial exercise of the entire response plan - each of the 15 components of the plan, as listed above, must be exercised at least once in the triennial cycle.

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1.8 Self-inspection, Drills/Exercises, And Response Training

**1.8.2.1 Qualified Individual Notification Drill Logs**

Note: This form is also provided in **APPENDIX I** to this plan.

(Current records are kept for at least 5 years in the terminal environmental files.)

1. Date Performed:

2. Company:

3. Qualified Individual(s):

QI Name:

Is this person identified in FRP (Y/N):

Time in which QI or designee responded:

Method used to contact QI (select all that apply): Telephone / Pager / Radio / Other  
Other: \_\_\_\_\_

Person Who Initiated Exercise:

5. Evaluation:

6. Changes to Be Implemented:

7. Time Table for Implementation:

8. Certifying Name & Signature

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1.8 Self-inspection, Drills/Exercises, And Response Training

**1.8.2.2 Spill Management Team Tabletop Drill Log**

Note: This form is also provided in **APPENDIX I** to this plan.

(Current records are kept for at least 5 years in the terminal environmental files.)

1. Date Performed:

2. Company:

3. Qualified Individual(s):

4. Emergency Scenario:

Exercise or Actual Response (select one):

Location of exercise:

Time started:

Time completed:

Response Plan scenario used (select one):

☐ Average Most Probable Discharge

☐ Maximum Most Probable Discharge

☐ Worst Case Discharge

Size of (exercise) spill \_\_\_\_\_ (bbls/gals):

5. Indicate which of the 15 Core Components of the FRP were exercised during this exercise (select all that apply):

1. Notification

2. Staff Mobilization

3. Ability to operate within system outlined in FRP

4. Discharge control

5. Assessment of Discharge

6. Containment of Discharge

7. Recovery of Spilled Material

8. Protection of Sensitive Areas

9. Disposal of recovered material/debris

10. Communications

11. Transportation

12. Personnel Support

13. Equipment maintenance support

14. Procurement

15. Documentation

6. Evaluation:

7. Changes to Be Implemented:

8. Time Table for Implementation:

9. Certifying name and Signature

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### 1.8.3 RESPONSE TRAINING

#### Qualified Individual Training

The following training activities are required of the QI:

- Safety Training consisting of hazard communications, confined space entry, fire extinguisher/fire watch training, personal protective equipment, hazardous energy source control, and emergency notification/emergency evacuation.
- QI Training based on "training elements for qualified individuals" (found in the Training Reference for Oil Spill Response, DOT et al) that are applicable to the QI requirements as described in this FRP. To accomplish this, the QI training will be provided by the facility's OSRO, or by Company in-house trainers.
- Each QI for this site will also receive basic oil spill response training from the facility's OSRO or by Company in-house trainers.
- Participation in one SMT TTX each triennial period.
- Annual detailed review of this FRP, general knowledge of spill response strategies and equipment, detailed knowledge of the Company's oil spill response policies, plans, and resources, and detailed knowledge of the functional responsibilities of the incident manager/qualified individual position. Annual review of the FRP shall be documented in the Record of Reviews and Changes in the front of this plan.
- Annual review of relevant portions of the National Contingency Plan (NCP) and applicable Area Contingency Plan (ACP). The OSRO may be requested by contract to assist with this review, and the FRP will be revised as necessary to ensure consistency with these plans.

#### Response Team Training

Response Team members are required to have the appropriate training necessary to serve on a response team during an emergency. Team members will receive training in the following:

##### Response Plan Review

All Response Team members should review their Integrated Contingency Plan/Facility Response Plan at least annually, or whenever their job position or responsibilities change under the Plan. A copy of this Plan will be available at all times to the team members at the facility.

##### HAZWOPER (29 CFR 1910.120)

Federal and state regulations require that response team members maintain up-to-date HAZWOPER training necessary to function in their assigned positions. At a minimum, Company employees will receive "First Responder Awareness Level" training. All "Non-Company" personnel responding to a Company incident must satisfy the applicable HAZWOPER training requirements of 29 CFR 1910.120.

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OSHA HAZWOPER TRAINING REQUIREMENTS		
Responder Classification	Required Training Hours	Refresher
<b>29 CFR 1910.120(q) Emergency Response</b>		
First Responder - Awareness Level	2-4 hrs demonstration of competency	same
First Responder - Operations Level	8 hrs	8 hrs
Hazardous Materials Technician	24 hrs plus competency	8 hrs
Hazardous Materials Specialist	24 hrs plus competency in specialized areas	8 hrs
Incident Commander	24 hrs plus competency	8 hrs
<b>29 CFR 1910.120(e) Clean Up Sites</b>		
General Site Workers	40 hrs / 3 days on the job training	8 hrs
Occasional Workers (Limited Tasks)	24 hrs / 1 day on the job training	8 hrs
General Site Workers (Low Hazard)	24 hrs / 1 day on the job training	8 hrs
Supervisors	8 hrs supervisor training	8 hrs
<b>29 CFR 1910.120(p)(7)(8) RCRA TSD Sites</b>		
New Employees	24 hrs	8 hrs
Current Employees*	24 hrs	8 hrs

\* Previous work experience and/or training certified as equivalent by employer.

#### Incident Command System

Response Team members will receive ICS training, and may also receive supplemental training in other, related general topics. A description of ICS principles and ICS diagrams are provided in Section 1.8.2 of this plan and **APPENDIX D** to this plan.

#### Oil Spill Removal Organization(s) and Other Contractors

The OSRO and other response contractors will ensure that all employees assigned to perform response activities for the facility meet company operational and safety training requirements, including OSHA standards for emergency response operations. The OSRO is also responsible by contract to provide training for its personnel on deployment and operation of the types of equipment to be used in response to a spill at this facility. The OSRO may be requested to participate in the annual review of the Facility Response Plan, the Area Contingency Plan, and the National Contingency Plan.

#### Volunteers

The Company will not use volunteers for emergency incident response, and no Company provisions exist to train them. Volunteers may be used by government response entities, as allowed by applicable policies/procedures.

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1.8 Self-inspection, Drills/Exercises, And Response Training

**1.8.3.1 Personnel Response Training Logs**

QI training and Emergency Response Personnel training will be documented on a copy of the following form (or equivalent terminal form). Current records are kept in the terminal environmental files as an annex to this FRP.

Records are maintained for at least five (5) years in the office of the Operations Manager. This form is also provided in **APPENDIX I** to this plan.

Personnel Response Training Log		
Name	Response Training Date / Number of Hours	Prevention Training Date / Number of Hours

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1.8 Self-inspection, Drills/Exercises, And Response Training

### 1.8.3.2 Discharge Prevention Meetings Logs

The Operations Manager or designee conducts discharge prevention briefings for oil-handling personnel at least once per year to ensure adequate understanding of the full range of oil spill actions, including understanding of the terminal's SPCC Plan and Facility Response Plan. The topics for the briefings focus on known spill events or failures, malfunctioning components, and recently developed precautionary measures. The meeting leader will document the meeting on a copy of the Discharge Prevention Meeting Log (below).

Records are maintained for at least five (5) years in the office of the Operations Manager. This form is also provided in **APPENDIX I** to this plan.

Date	Attendees	Subject/Issue Identified	Required Action	Implementation Date

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## 1.9 DIAGRAMS

The response plan includes the following diagrams. Additional diagrams that would aid in the development of response plan sections may also be included.

**Figure 1 - Site Plan Diagram shall, as appropriate, include and identify:**

- a. entire facility to scale
- b. above and below ground bulk oil storage tanks
- c. the contents and capacities of bulk oil storage tanks
- d. the contents and capacity of drum oil storage areas
- e. the contents and capacities of surface impoundments
- f. process/operations buildings
- g. transfer areas
- h. secondary containment systems (location and capacity)
- i. structures where hazardous materials are stored or handled, including materials stored and capacity of storage
- j. location of communication and emergency response equipment
- k. location of electrical equipment which contains oil in excess of 55 gallons
- l. location of the USCG/EPA interface valve (not applicable at this site)

**Figure 2 - Site Drainage Plan Diagram shall, as appropriate, include:**

- a. major sanitary and storm sewers, manholes, and drains
- b. weirs and shut-off valves
- c. surface water receiving streams
- d. fire fighting water sources
- e. other utilities
- f. response personnel ingress and egress
- g. response equipment transportation routes
- h. direction of spill flow from discharge points

**Figure 3 - Site Evacuation Plan Diagram shall, as appropriate, include:**

- a. site plan diagram with evacuation routes
- b. location of evacuation regrouping areas

**Figure 4 - Topographic Map Location**

**Figure 5 - Environmental Sensitivity/Worst Case Discharge Diagram (Potential Oil Spill Path)**

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**FIGURE 1 - SITE PLAN DIAGRAM**

[Click to view/print Site Diagram](#)

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**FIGURE 1 - SITE PLAN DIAGRAM, CONTINUED**

[Click to view/print Worst Case Discharge](#)

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**FIGURE 1 - SITE PLAN DIAGRAM, CONTINUED**

**[Click to view/print Core Piping Plot Plan](#)**

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**FIGURE 1 - SITE PLAN DIAGRAM, CONTINUED**

[Click to view/print Butane Skid Drawing](#)

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**FIGURE 2 - SITE DRAINAGE PLAN DIAGRAM**

[Click to view/print Site & Flow Diagram](#)

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**FIGURE 2 - SITE DRAINAGE PLAN DIAGRAM, CONTINUED**

[Click to view/print Emergency Response Diagram](#)

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**FIGURE 3 - SITE EVACUATION PLAN DIAGRAM**

**[Click to view/print Site Evacuation Diagram, Site Fire and Site Security](#)**

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**FIGURE 3 - SITE EVACUATION PLAN DIAGRAM, CONTINUED**

[Click to view/print Evacuation Plan - Terminal Office Diagram](#)

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**FIGURE 4 - TOPOGRAPHIC SITE MAP**

[Click to view/print Aerial Photo](#)

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**FIGURE 4 - TOPOGRAPHIC SITE MAP, CONTINUED**

[Click to view/print Locator Map](#)

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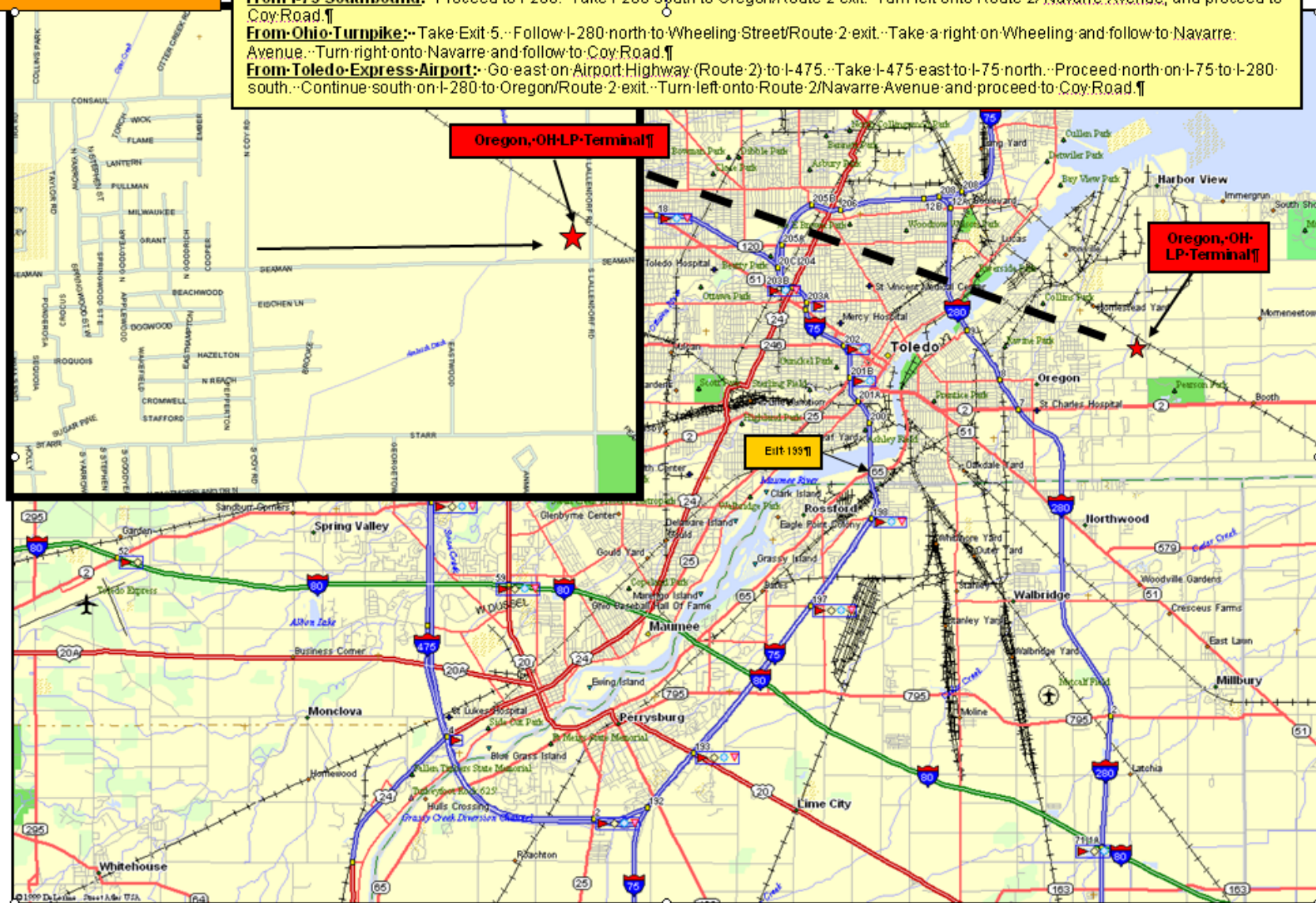
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1.9 Diagrams

419-691-4605

**From Toledo Express Airport:** Go east on Airport Highway (Route 2) to I-475. Take I-475 east to I-75 north. Proceed north on I-75 to I-280 south. Continue south on I-280 to Oregon/Route 2 exit. Turn left onto Route 2/Navarre Avenue and proceed to Coy Road. ¶



**FIGURE 4 - TOPOGRAPHIC SITE MAP, CONTINUED**

[Click to view/print Topo Map](#)

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**FIGURE 5 - ENVIRONMENTAL SENSITIVITY/WORST CASE DISCHARGE DIAGRAM**

[Click to view/print Environmental Sensitivity Note](#)

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## **APPENDIX G**

Terminal / Agency:

The Appendix G Environmental Sensitivity Atlas files are in the 1.4.2 Vulnerability Analysis / Planning Distance Calculation Report.

**1.10 SECURITY**

FACTOR	DESCRIPTION
Emergency cut-off locations	Confidential [REDACTED]
Enclosure	Confidential [REDACTED]
Guards and their duties; day and night	Confidential [REDACTED]
Lighting	Confidential [REDACTED]
Valve and pump locks	Confidential [REDACTED]
Pipeline connection caps	Confidential [REDACTED]

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1.10 Security

**2.0 RESPONSE PLAN COVER SHEET****2.1 GENERAL INFORMATION**

Owner/ operator of facility:	MPLX Terminals LLC
Owner/ operator of phone number:	Confidential
Facility name:	Oregon
Facility address (street address or route):	4131 Seaman Road
City, state, and U.S. zip code	Oregon, OH 43616
Facility mailing address:	As above
Facility phone number:	Confidential
Facility startup date:	1952
Facility Acres:	30.02
Latitude:	41 ° 39' 07 " N
Longitude:	83 ° 27' 01 " W
Dun & Bradstreet number:	Confidential
Largest Aboveground Oil Storage Tank Capacity (gallons):	Confidential
Number of above ground oil storage tanks:	Confidential
North American Industrial Classification System (NAICS):	Confidential
Maximum oil storage capacity (gallons):	Confidential
Worst case oil discharge amount (gals.):	Confidential
Number of Underground Storage Tanks:	0
Total Underground Storage Tanks (gallons):	Confidential
Total Storage of Drums (gallons):	0
Total Storage of Transformers that Contain Oil (gallons):	0
Number of Surface Impoundments:	0
Total Storage of Surface Impoundments (gallons):	0
Name of Protected Waterway or Environmentally Sensitive Area:	Confidential
Facility distance to navigable water; mark the appropriate line.	Confidential

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2.0 Response Plan Cover Sheet

## 2.2 APPLICABILITY OF SUBSTANTIAL HARM CRITERIA

APPLICABILITY OF SUBSTANTIAL HARM CRITERIA	
Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?	Confidential
Does the facility have a total oil storage capacity greater than or equal to one million gallons and, within any storage area, does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation?	Confidential
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (as calculated using the appropriate formula in or a comparable formula) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments?	Confidential
Does the facility have a total oil storage capacity greater than or equal to one million gallons and is the facility located at a distance (using the appropriate formula in or a comparable formula) such that a discharge from the facility would shut down a drinking water intake?	Confidential
Does the facility have a total oil storage capacity greater than or equal to one million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last five years?	Confidential

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2.0 Response Plan Cover Sheet

**2.3 CERTIFICATION**

CERTIFICATION	
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and that based on my inquiry of those individuals responsible for obtaining information, I believe that the submitted information is true, accurate, and complete.	
Signature: <div>Confidential</div>	Date: <div>Confidential</div>
Name: <div>Confidential</div>	Title: <div>Confidential</div>

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2.0 Response Plan Cover Sheet

### 3.0 ACRONYMS AND DEFINITIONS

#### 3.1 ACRONYMS

ABBREVIATION	TERM
ACP	Area Contingency Plan
AFF	Aqueous Film Forming Foam
ASTM	American Society of Testing Materials
BBL	Barrel(s)
BLM	Bureau of Land Management (USDOI)
BPD	Barrels Per Day
BPH	Barrels Per Hour
CERCLA	Comprehensive Environmental Response, Compensation & Liability Act of 1980, as amended
CFR	Code of Federal Regulations
CO <sub>2</sub>	Carbon Dioxide
COTP	Captain of the Port (USCG)
CRZ	Contamination Reduction Zone
CWA	Clean Water Act of 1977 (Federal)
EAP	Emergency Action Plan
EMS	Emergency Medical Services
EMT	Emergency Management Team
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERAP	Emergency Response Action Plan
ERP	Emergency Response Plan
ERT	Emergency Response Team
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Coordinator
FRP	Facility Response Plan
FRT	Facility Response Team
FWPCA	Federal Water Pollution Control Act of 1972
GIS	Geographic Information System
GPM	Gallons Per Minute
HAZMAT	Hazardous Materials
HMIS	Hazardous Material Information System

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3.0 Acronyms And Definitions

## 3.1 ACRONYMS, CONTINUED

ABBREVIATION	TERM
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
LEL	Lower Explosive Limit
LEPC	Local Emergency Planning Committee
LEPD	Local Emergency Planning District
LNG	Liquid Natural Gas
LPG	Liquefied Petroleum Gas
MTR	Marine Transportation Related
N/A	Not Applicable
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NIIMS	National Interagency Incident Management System
NM	Nautical Miles
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRDA	National Resource Damage Assessment
NRT	National Response Team
OBA	Oxygen Breathing Apparatus
OPA90	Oil Pollution Act of 1990
OSC	On-Scene Coordinator/Commander
OSHA	Occupational Safety and Health Administration (USDH)
PPE	Personal Protective Equipment
PREP	(National) Preparedness for Response Exercise Program
QI	Qualified Individual
RCRA	Resource Conservation and Recovery Act of 1976
RQ	Reportable Quantity
RSPA	Research and Special Programs Administration (DOT)
SARA	Superfund Amendments and Reauthorization Act
SCADA	Supervisory Control and Data Acquisition (System)
SCBA	Self Contained Breathing Apparatus
SDWA	Safe Drinking Water Act of 1986
SERC	State Emergency Response Commission

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3.0 Acronyms And Definitions

## 3.1 ACRONYMS, CONTINUED

ABBREVIATION	TERM
<b>SETS</b>	Safety Environment and Training Services
<b>SI</b>	Surface Impoundment
<b>SIC</b>	Standard Industrial Classification (Code)
<b>SOSC</b>	State On-Scene Coordinator
<b>SPCC</b>	Spill Prevention, Control, and Countermeasures (Plan)
<b>SSC</b>	Scientific Support Coordinator (NOAA)
<b>UCS</b>	Unified Command System
<b>UEL</b>	Upper Explosive Limit
<b>USACOE</b>	U.S. Army Corps of Engineers
<b>USCG</b>	U.S. Coast Guard
<b>USDL</b>	U.S. Department of Labor
<b>USDOD</b>	U.S. Department of Defense
<b>USDOE</b>	U.S. Department of Energy
<b>USDOI</b>	U.S. Department of the Interior
<b>USDOJ</b>	U.S. Department of Justice
<b>USDOT</b>	U.S. Department of Transportation
<b>USFWS</b>	U.S. Fish and Wildlife Service (USDOI)
<b>USGS</b>	U.S. Geological Survey (USDOI)

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3.0 Acronyms And Definitions

### 3.2 RELEVANT DEFINITIONS

TERM	DEFINITION
<b>Adverse Weather</b>	The weather conditions that will be considered when identifying response systems and equipment in a response plan for the applicable operating environment. Factors to consider include significant wave height, ice, temperature, weather-related visibility, and currents with the Captain of the Port (COTP) zone in which the systems or equipment are intended to function.
<b>Aqueous Film Forming Foam</b>	A fluoro-carbon surfactant that acts as an effective vapor securing agent due to its effect on the surface tension of the water. Its physical properties enable it to float and spread across surfaces of a hydrocarbon fuel with more density than protein foam.
<b>Average Most Probable Discharge (USCG)</b>	A discharge of the lesser of 50 barrels (2100 gallons) or one percent of the volume of the worst case discharge.
<b>Barrel</b>	Measure of space occupied by 42 U. S. gallons at 60 degrees Fahrenheit.
<b>Bleve</b>	A boiling liquid-expanding vapor explosion; failure of a liquefied flammable gas container caused by fire exposure. Pronounced "blevey."
<b>Boilover</b>	Occurs when the heat from a fire in a tank travels down to the bottom of the tank causing water that is already there to boil and push part of the tank's contents over the side.
<b>Carbon Dioxide</b>	A heavy, colorless, odorless, asphyxiating gas, that does not normally support combustion. It is one and one-half times heavier than air and when directed at the base of a fire its action is to dilute the fuel vapors to a lean mixture to extinguish the fire.
<b>Class A Fire</b>	A fire involving common combustible materials which can be extinguished by the use of water or water solutions. Materials in this category include wood and wood-based materials, cloth, paper, rubber and certain plastics.
<b>Class B Fire</b>	A fire involving flammable or combustible liquids, flammable gases, greases and similar products. Extinguishment is accomplished by cutting off the supply of oxygen to the fire or by preventing flammable vapors from being given off.

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3.0 Acronyms And Definitions

**3.2 RELEVANT DEFINITIONS, CONTINUED**

TERM	DEFINITION
<b>Class C Fire</b>	A fire involving energized electrical equipment, conductors or appliances. Nonconducting extinguishing agents must be used for the protection of firefighters.

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3.0 Acronyms And Definitions

#### 4.0 REFERENCES

40 CFR Part 112.20, Facility Response Plans (Final Rule, which establishes requirements for FRP for EPA regulated facilities)

33 CFR 154.1035, Response Plans for Oil Facilities

29 CFR Part 1910.120, Hazardous Waste Operations and Emergency Response

40 CFR Part 300, National Oil and Hazardous Substances Pollution Contingency Plan (Final Rule)

CONCAWE. 1982. Methodologies for Hazard Analysis and Risk Assessment in the Petroleum Refining and Storage Industry. Prepared by CONCAWE's Risk Assessment Ad-hoc Group

Developing an Oil Spill Response Exercise Program (A Handbook for the National Preparedness for Response Exercise Program). September 27, 1993 (FEDERAL EPA document)

Incident Command System, Fire Protection Publications, Oklahoma State University, Stillwater, OK

National Preparedness for Response Exercise Program (PREP) Guidelines. U.S. Department of Transportation, Environmental Protection Agency, and Department of the Interior. August, 2002  
[http://www.au.af.mil/au/awc/awcgate/uscg/prep\\_gid.pdf](http://www.au.af.mil/au/awc/awcgate/uscg/prep_gid.pdf)

The National Response Team. 1987. Hazardous Materials Emergency Planning Guide. Washington, DC

The National Response Team. 1990. Oil Spill Contingency Planning, National Status: A Report to the President. Washington, DC. U.S. Government Printing Office.

FEDERAL EPA Commandants Notice 16471. 30 September 1992. Establishment of Area Committees and Development of Area Contingency Plans

USEPA, Region V Oil and Hazardous Substances Integrated Contingency Plan

USEPA, Region V Inland Sensitivity Atlas

USGS Gauging Station  
<http://nwis.waterdata.usgs.gov/nwis/>

U.S. Department of Housing and Urban Development. 1987. Siting of HUD-Assisted Projects Near Hazardous Facilities: Acceptable Separation Distances from Explosive and Flammable Hazards. Prepared by the Office of Environment and Energy, Environmental Planning Division, Department of Housing and Urban Development. Washington, DC

U.S. DOT, FEMA and U.S. EPA. Handbook of Chemical Hazard Analysis Procedures

U.S. DOT, FEMA and U.S. EPA. Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances

National Register Information System  
<http://www.nr.nps.gov/>

National Wild and Scenic River System, State-By-State List  
<http://www.nps.gov/rivers/index.html>

U.S. Environmental Protection Agency, Envirofacts - Data Warehouse and Application  
[http://www.epa.gov/enviro/index\\_java.html](http://www.epa.gov/enviro/index_java.html)

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#### 4.0 REFERENCES, CONTINUED

U.S. Fish and Wildlife Service, Endangered Species Program  
<http://www.endangered.fws.gov/>

National Weather Service  
<http://www.weather.gov/climate/index.php?wfo=ilx>

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4.0 References

# APPENDICES

## A. APPENDIX A OSRO INFORMATION

## B. APPENDIX B SAFETY DATA SHEETS (SDS)

## C. APPENDIX C CALCULATIONS/WORKSHEETS

## D. APPENDIX D INCIDENT COMMAND JOB DESCRIPTION

## E. APPENDIX E INCIDENT SPECIFIC CHECKLIST

## F. APPENDIX F WELLHEAD PROTECTION AREA DETERMINATION

## G. APPENDIX G ENVIRONMENTAL SENSITIVITY ATLAS

## H. APPENDIX H ENDANGERED SPECIES LIST

## I. APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS

**APPENDIX A OSRO INFORMATION****A.1 COOPERATIVES AND CONTRACTORS**

The Company has contracted with additional Oil Spill Removal Organizations (OSROs) to provide personnel and equipment in the event of a spill. The classification, response capabilities and equipment are described below.

**A.1.1 OSRO Classification**

COMPANY/ CONTRACTOR / TERM	APPLICABLE COTP ZONE(S)	USCG CLASSIFICATIONS	RESPONSE TIME
Confidential			
Confidential			
Confidential			

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Appendix A OSRO Information

### A.1.1 OSRO Classification, Continued

The following contractors are retained by the Company for waste coordination, but are not USCG classified OSROs within this Area, are as follows:

- **Confidential** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**FIGURE A.1-1** provides evidence of contracts with OSROs and equipment lists for contractors without USCG classification.

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Appendix A OSRO Information

## FIGURE A.1-1 - EVIDENCE OF CONTRACTS

Confidential

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

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Appendix A OSRO Information











































































































































































**APPENDIX B SAFETY DATA SHEETS (SDS)**

Below is a brief summary of the products at the facility. To assure that the most recent SDS sheets are used, please utilize the SDS online database at:

**Confidential**

**B.1 PRODUCT CHARACTERISTICS AND HAZARDS**

This Facility may store various types of commodities, including, but not limited to:

- **Confidential**
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Confidential**

**FIGURE B-1** describes primary oils handled.

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Appendix B Safety Data Sheets (SDS)

## FIGURE B-1 - SUMMARY OF COMMODITY CHARACTERISTICS

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Appendix B Safety Data Sheets (SDS)

**APPENDIX C CALCULATIONS/WORKSHEETS**

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Appendix C Calculations/Worksheets











## APPENDIX D INCIDENT COMMAND JOB DESCRIPTION

The following job description checklists are intended to be used as a tool to assist ERT members in their particular positions within the Incident Command System (ICS). The position descriptions and checklists were derived from the Incident Management Handbook (IMH).

- Incident Commander
- Public Information Officer
- Safety Officer
- Liaison Officer
- Legal Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance Section Chief
- Environmental Unit Leader
- Findaly Situation Unit Leader
- Community Relations Officer
- Repair Section Lead

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Appendix D Incident Command Job Description

**Incident Commanders** will be organized within the Unified Command structure which includes, but is not limited to:

- The predesignated Federal On Scene Coordinator (FOSC) acting under the authority of the National Contingency Plan (NCP).
- The predesignated State On Scene Coordinator (SOSC) representing state and local response agencies.
- The representation of the Responsible Party (RP).

The Unified Command is responsible for the overall management of the incident. The Unified Command directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources. The Unified Command may activate Deputy Incident Commanders to assist in carrying out Incident Command responsibilities.

INCIDENT COMMANDER	INITIALS	DATE & TIME
Assess the situation and/or obtain incident briefing from prior Incident Commander.		
Ensure that personnel safety is accorded the highest priority and adequate safety measures are in place.		
Determine Incident Objectives and Strategies in accordance with Area Contingency Plan(s) (ACP).		
Develop response metrics as early as possibly jointly with Unified Command.		
Ensure spill volume estimates have UC approval prior to release.		
Establish the immediate priorities.		
Establish an Incident Command Post.		
Establish an appropriate organization.		
Brief Command Staff and Section Chiefs.		
Ensure Planning Meetings are scheduled as required.		
Approve and authorize the implementation of an Incident Action Plan.		
Supervise "Physical Response" activities as necessary.		
Conduct periodic field investigations as necessary.		
Coordinate with key people and officials such as senior management as well as Federal and State On-Scene Coordinators.		
Approve requests for additional resources and requests for release of resources.		
Approve the use of trainees, volunteers and auxiliary personnel.		
Authorize release of information to news media.		
Ensure Incident Status Summary (ICS 209) is completed and forwarded to appropriate higher authority.		
Schedule time and meet in private with Legal Officer for briefing on proprietary and sensitive issues.		
Order demobilization of the incident when appropriate.		
Evaluate the performance of the Emergency Post-Incident Review meeting after completion of operations.		
Maintain Individual Log (ICS 214a) to document actions.		

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Appendix D Incident Command Job Description

The **Public Information Office**, a member of the Command Staff, is responsible for developing and releasing information about the incident to the news media, to incident personnel and to other appropriate agencies and organizations.

Only one primary Public Information Officer will be assigned for each incident, including incidents operating within Unified Command or multi-jurisdictional incidents. The Public Information Officer may have assistants as necessary and the assistants may also represent assisting agencies or jurisdictions if warranted. Agencies have different policies and procedures relative to the handling of public information.

PUBLIC INFORMATION OFFICER	INITIALS	DATE & TIME
Obtain Initial briefing from IC/UC and /or PIO on prior shift.		
Attend daily planning and briefing meetings.		
Obtain location description background, i.e., pictures, history, etc. (fact sheet)		
Determine from the Incident Commander if there are any limits on information release.		
Develop material for use in media briefings.		
Capture comments from Legal Office and component management on press releases then give to UC for final review and approval.		
Maintain relationships with media, conduct media briefings on a regular basis.		
Media Center set up and operational.		
Arrange for tours and other interviews or briefings that may be required.		
Draft development of communications materials to be issued internally to employees.		
Draft development of ongoing status updates or call to action key messaging internally to employees.		
Obtain appropriate review and approval of internal communications documents according to ICS structure.		
Distribute internal communications via appropriate channels, i.e., via Employee Information Line or mass e-mail distribution.		
Utilize appropriate corporate emergency response web sites with vetted information according to audience.		
Working with the IC and Corporate Liaison Officer, develop draft of daily Executive Summary to be provided to management on a regular basis throughout the incident.		
Manage a Joint Information Center (JIC) if established.		
Obtain media information that may be useful to incident planning.		
Maintain current information summaries and/or displays of the incident and provide information on the status of the incident to assigned personnel.		
Ensure that all required agency forms, reports and documents are completed prior to demobilization.		
Brief Command on PIO issues and concerns.		
Have briefing session with the IC prior to demobilization.		
Maintain Individual Log (ICS 214a) to document actions.		

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Appendix D Incident Command Job Description

The **Safety Officer**, a member of the Command Staff, is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the Officer may exercise emergency authority to stop or prevent unsafe acts when immediate actions is required. The Safety Officer maintains awareness of active and developing situations, ensures the preparation and implementation of the Site Safety Plan and includes safety messages in each Incident Action Plan.

SAFETY OFFICER	INITIALS	DATE & TIME
Submit the Site Safety Plan (ICS 208), for approval by the IC/UC.		
Obtain initial briefing from Incident Commander and/or Safety Officer on previous shift.		
Identify hazardous or unsafe situations associated with the incident.		
Participate in tactics and planning meetings, and other meeting and briefings as required.		
Review the Incident Action Plan for safety implications.		
Provide safety advice in the IAP for assigned responders.		
Exercise emergency authority to stop and prevent unsafe acts.		
Investigate accidents that have occurred within the incident areas.		
Ensure all personnel have received required specific on-site training.		
Monitor compliance with all relevant regulatory requirements.		
Develop the Work Safety Analysis Worksheet (ICS 215A) as required.		
Provide Planning and Logistics with information on personnel, equipment, material, and supply needs for safety operations.		
Ensure that partial and full decontamination facilities are set up and operational during the conduct for field operations.		
Set up a system to identify and eliminate safety hazards in all aspects of emergency response operations.		
Work with Medical Officer to identify locations for first aid stations in the field.		
Work with Industrial Hygiene to establish and enforce hygiene standards and requirement for field operations.		
Ensure that all required agency forms, reports, and documents are completed prior to demobilization.		
Have debriefing session with the IC prior to demobilization.		
Maintain Individual Log (ICS 214a) to document actions.		

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Appendix D Incident Command Job Description

Incidents that are multi-jurisdiction, or have several agencies involved, may require the establishment of the **Liaison Officer** position on the Command Staff.

LIAISON OFFICER	INITIALS	DATE & TIME
Obtain initial briefing from IC/UC and/or LNO on prior shift.		
Attend daily planning and briefing meetings.		
Arrange for regular briefings of agency personnel.		
Assess staffing needs (determine who from Government Affairs is needed).		
Develop and maintain contact with federal, state, and local agencies.		
Review partnering possibilities.		
Maintain a list of assisting and cooperating agencies and Agency Representatives, including name and contact information. Monitor check-in sheets daily to ensure that all Agency Representatives are identified.		
Assist in establishing and coordinating interagency contacts.		
Assist the Incident Commander in working with governmental agencies.		
Identify local community and environmental groups in threatened and/or affected areas; also identify sensitive regulatory issues that could impact operations.		
Keep agencies supporting the incident aware of incident status.		
Monitor incident operations to identify current or potential inter-organizational problems. Assist in obtaining permits required to conduct response operations.		
Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.		
Coordinate activities of VIP's and dignitaries as requested.		
Provide for agency tours in a safe and reasonable manner.		
Obtain feedback for Press Briefings and Town Meetings.		
Coordinate preparations of answers to questions raised by government agencies. Review with Legal Officer as necessary.		
Ensure that all required agency forms, reports and documents are completed prior to demobilization.		
Brief Command on agency issues and concerns.		
Have debriefing session with the IC prior to departure/demobilization.		
Maintain Individual Log (ICS 214a) to document actions.		

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The **Legal Officer** is responsible for providing advice and direction on all matters of a legal nature including claims, legal requirements relating to the emergency response, investigations, Natural Resource Damage assessment, major procurement contracts, insurance coverage, and review of information releases to the media, government agencies and the public. Work to include responding authorities in appropriate sections. Seek guidance from UC on level of authority for individual sections.

LEGAL OFFICER	INITIALS	DATE & TIME
Obtain briefing from the incident Commander and/or Legal Officer on prior shift.		
Advise the Incident Commander and the Unified Command, as appropriate, on all legal issues associated with response operations.		
Establish documentation guidelines for and provide advice regarding response activity documentation to the response team.		
Provide legal input to the Documentation Unit, the Compensation/Claims Unit, Procurement Unit and other appropriate Units as requested.		
Review press releases, documentation, contracts and other matters that may have legal implications for the Company.		
Participate in Incident Command System (ICS) meetings and other meetings, as requested.		
Participate in incident investigations and the assessment of damages (including natural resource damage assessments).		
Provide Planning with information on manpower, equipment, material, and supply needs for Legal operations.		
Brief Legal staff on the contents of the IAP.		
Provide legal advice to Operations and Planning on the conduct of emergency response operations, particularly if they are dependent upon government agency approvals and/or permits.		
Ensure that information is gathered and preserved which may be relevant to the defense and/or settlement of future claims.		
Ensure that emergency response personnel restrict communications related to liability or fault that may otherwise hinder future legal proceedings.		
Claims release form should be reviewed/developed.		
Supervise the activities of outside legal counsel, if utilized.		
Determine whether privileged and confidential investigation should be initiated.		
Review ownership and response liability issues for any transportation (3rd party involvement) response or responses occurring around a change in custody.		
Maintain Individual Log (ICS 214a) to document actions.		

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Appendix D Incident Command Job Description

The **Operations Section Chief**, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises elements in accordance with the Incident Action Plan and directs its execution; activates and executes the Site Safety Plan; directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary and reports such to the Incident Commander.

OPERATIONS SECTION CHIEF	INITIALS	DATE & TIME
Obtain briefing from IC and /or OSC on prior shift.		
Request sufficient Section supervisory staffing for both ops & planning activities.		
Convert operational incident objectives into strategic and tactical options through a work analysis matrix.		
Coordinate and consult the PSC, SOFR, modeling scenarios, trajectories, etc., on selection of appropriate strategies and tactics to accomplish objectives.		
Identify kind and number of resources required to support selected strategies.		
Subdivide work areas into manageable units/areas of operation.		
Develop work assignments and allocate tactical resources based on strategy requirements (i.e. develop the ICS 215).		
Coordinate planned activities with the SOFR to ensure compliance with safety practices.		
Prepare ICS 234 Work Analysis Matrix with PSC to ensure Strategies & Tactics and tasks are in line with ICS 202 Response Objectives to develop ICS 215.		
Participate in the planning process and the development of the tactical portions (ICS 204 and ICS 220) of the IAP.		
Assist with development of long-range strategic, contingency, and demobilization plans.		
Supervise Operations Section field personnel.		
Develop schedule for field personnel and IMT Operations Section.		
Monitor need for and request additional resources to support operations as necessary.		
Coordinate with the SOFR, LOFR, and AREP's to ensure compliance with approved safety practices.		
Evaluate and monitor current situation and weather for use in next operation period planning.		
Interact and coordinate with Command on achievements, issues, problems, significant changes special activities, events, and occurrences.		
Troubleshoot operational problems with other IMT members.		
Implement the IAP for the Operations Section.		

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Appendix D Incident Command Job Description

OPERATIONS SECTION CHIEF, CONTINUED	INITIALS	DATE & TIME
Evaluate on-scene operations and adjust operations organizations, strategies, and tactics as necessary.		
Ensure the Resource Unit is advised of changes in the status of resources assigned to the section.		
Ensure the Operations section personnel execute work assignments following approved safety practices.		
Participate in operational briefings to IMT members as well as briefings to media, and visiting dignitaries.		
Assemble/disassemble task force/strike teams as appropriate.		
Identify/utilize staging areas.		
Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.		
Receive and implement applicable portions of the incident Demobilization Plan.		
Maintain Individual Log (ICS 214a) to document actions.		

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The **Planning Section Chief**, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

PLANNING SECTION CHIEF	INITIALS	DATE & TIME
Obtain briefing from IC and/or PSC on prior shift.		
Provide tactical and strategic planning and technical expertise to the Operations Section along with assembling information on alternate strategies.		
Facilitate planning meetings and briefings.		
Collect and process situation information about the incident.		
Supervise preparation of the Incident Action Plan.		
Assure that the response activities move from emergency to project phase as quickly as practical by assuring earliest possible development of the Initial Incident Action Plan and leading the planning of initial response activities.		
Assign personnel already on-site to ICS organizational positions as appropriate.		
Supervise the tracking of incident personnel and resources through the RESL.		
Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan.		
Determine need for any specialized resources in support of the incident.		
Establish special information collection activities as necessary.		
Support the development of Operations Section activity plans/schedules and resource projections; including selection of equipment, response techniques, and the need for and timing of Operations manpower/equipment resources.		
Develop incident metrics (i.e. volume of spill, amount recovered, resources, etc.) and calculate oil balance.		
Keep IMT apprised of any significant changes in incident status.		
Provide periodic predictions on incident potential.		
Develop other incident supporting plans (e.g., salvage, transition, security).		
Oversee preparation and implementation of the Incident Demobilization Plan.		
Participate at the Post-Incident Review meeting to be conducted after completion of the response by providing summary information related to metrics and measures that reflect the response team and Planning Section performance during response engagement.		

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The **Logistics Section Chief**, a member of the General Staff, is responsible for providing facilities, services, material, etc., in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises Branches and Units within the Logistics Section.

LOGISTICS SECTION CHIEF	INITIALS	DATE & TIME
Obtain Initial briefing from IC and/or LSC on prior shift.		
Plan organization of Logistics Section.		
Assign work locations and preliminary work tasks to Section personnel.		
Notify Resources Unit of Logistics Section Units activated including names and locations of assigned personnel.		
Assemble and brief Branch Directors and Unit Leaders.		
Determine and supply immediate incident resource and facility needs.		
Identify service and support requirements for planned and expected operations.		
In conjunction with Command, develop and advise all Sections of the IMT resource approval and requesting process.		
Coordinate and process requests for additional resources.		
Review proposed tactics for upcoming operational period for ability to provide resources and logistical support.		
Advise on current service and support elements of the Incident Action Plan.		
Advise on resource availability to support incident needs.		
Provide updated procurement summary to Finance.		
Receive Demobilization Plan from Planning Section.		
Track resource effectiveness and make necessary adjustments.		
Request and/or setup expanded ordering processes as appropriate to support incident.		
Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.		
Ensure that space and programs are in place to inspect and service equipment, store spare parts, and repair or replace damaged or defective equipment.		
Ensure that records are maintained on transportation equipment and services used, materials and services provided, and contracts executed during emergency response operations.		
Ensure general welfare and safety of Logistics Section personnel.		

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The **Finance Section Chief**, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section.

FINANCE SECTION CHIEF	INITIALS	DATE & TIME
Obtain Initial briefing from IC and/or FSC on prior shift.		
Review operational plans and provide alternatives where financially appropriate.		
Manage all financial aspects of an incident.		
Provide financial and cost analysis information as requested.		
Gather pertinent information from briefings with responsible agencies.		
Develop an operating plan for the Finance/Admin Section; fill supply and support needs.		
Prepare and post approval authority schedule. Post event activity including setting up AFE/WBS number, and cost centers for capturing relevant cost details, and 800 claim numbers.		
Determine the need to set up and operate an incident commissary.		
Provide accounting functions as directed, including auditing as directed, billing, and documenting labor, material, and services used.		
Determine need for employing the services of a Cost Control contractor and contract as appropriate.		
Facilitate the preparation and distribution of guidelines, procedures, forms, and the establishment of a data management system necessary to account for expenditures made during emergency response operations.		
Administer financial matters arising from serious injury or death to an employee or contract involved in emergency response operations.		
Meet the Assisting and Cooperating Agency Representatives, as needed.		
Coordinate with the Compensation/Claims Unit for processing claims.		
Coordination of DIAT.		
Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.		
Ensure that all obligation documents initiated at the incident are properly prepared and completed.		
Receive and implement applicable portions of the incident Demobilization Plan.		

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The **Environmental Unit Leader**, a member of the Planning Staff, is responsible for managing all environmental matters associated with emergency response operation. The Environmental Unit Leader collects information on environmentally sensitive areas and assists in the prioritization of the areas for protection and/or cleanup measures.

ENVIRONMENTAL UNIT LEADER	INITIALS	DATE & TIME
Review Unit Leader Responsibilities		
Obtain a briefing and special instructions from the PSC and/or ENVL from previous shift.		
Identify sensitive areas and recommend response priorities.		
Following consultation with natural resource trustees, provide input on wildlife protection strategies (e.g., removing impacted carcasses, pre-emptive capture, hazing, and/or capture and treatment).		
Determine the extent, fate, and effects of contamination.		
Acquire, distribute, and provide analysis of weather forecasts.		
Monitor the environmental consequences of response actions.		
Develop shoreline cleanup and assessment plans.		
Identify the need for, and obtain, permits, consultations, and other authorizations, including Endangered Species Act provisions.		
Following consultation with the FOSC's Historical/Cultural Resources Technical Specialist identify and develop plans for protection of affected historical/cultural resources.		
Evaluate and provide operations advice on use of various response technologies that will minimize secondary impacts to affected wildlife and/or sensitive habitat areas.		
Develop disposal/waste plans. Obtain all necessary disposal/waste management permits and approvals.		
Develop a plan for collecting, maintaining, transporting, and analyzing samples from affected and potentially affected areas.		
Provide PSC with information on manpower, equipment, material, and supply needs for Environmental Unit Operations.		
Provide information to Situation Unit Leader on status of impacts to wildlife for inclusion in the ICS 209 Status Summary.		

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The **Findlay Situation Unit Leader (F-SUL)**, a member of the Planning Staff, assists the Planning Section Chief until an on-site command center is established. This position will be staffed by the Operations and Logistics (O&L) Coordinator or another individual as determined by the O&L Department Manager. The position shall be responsible for the collection, dissemination, and use of information to support emergency response operations. The Findlay Information Center will be created until the On-site command center is established. The position will be phased out of the response once all information has been transferred.

FINDLAY SITUATION UNIT LEADER	INITIALS	DATE & TIME
Provide initial briefing with information obtained from Operations Center, Area Personnel, and others as deemed necessary.		
Coordinate with Hydraulics, CPM, the Operations Center, and first responders to obtain information needed to determine initial estimates on size and location of the spill. NOTE: F-SUL is responsible for providing the final estimated release volume to ES&R.		
Interface with Incident Commander to gain consensus on response priorities.		
Determine initial resource needs.		
Interface with Logistics Section Chief to track resources employed and enroute. Communicate check-in point, as determined by the Incident Commander, for resources and employees enroute and provide maps and lodging information.		
Begin documenting event information (ICS 201 forms, Notification Status Report, Weather Report, etc.)		
Establish the Findlay Information Center.		
Coordinate with GIS group to begin assembling maps.		
Aid in the internal notifications as directed.		
Attend assessment meetings to gather Incident information as requested by Planning Section Chief.		

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The **Community Relations Officer**, a member of the Command Staff, is responsible for managing all community related issues and concerns regarding the incident and the Company in general. This includes making contacts with residents, business, and employees and establishing community outreach programs. The Community Relations Officer works with Finance, Legal, and Logistics in claims handling and coordinates the CERT phone bank. The Community Relations Officer reports to the Liaison Officer.

COMMUNITY RELATIONS OFFICER	INITIALS	DATE & TIME
Obtain initial briefing from Incident Commander and from Community Relations Officer on prior shift.		
Attend Command Staff and briefing meetings.		
Provide Liaison Officer with information on manpower, equipment, material, and supply needs for community relations operations.		
Provide Liaison Officer with information on the timing and location of scheduled meetings with the community for inclusion in the Incident Action Plan.		
Establish contact with residents, business, and other members of the community in threatened and/or affected areas and provide them with information on the incident and the status of the emergency response operations.		
Provide advice on the type of information that should be generated to keep the community informed of the status of emergency response operations.		
Provide information on community contacts.		
Arrange regular briefings for the community including town/community meetings.		
Prepare answers to questions raised by the community.		
Work with IC and Legal Advisor to establish consistent incident facts for distribution to the Emergency Response Team members, the Company and the various external stakeholders. Consider and coordinate any necessary internal communication postings regarding the response.		
Assist with preparing press releases for approval by IC/UC.		
Establish and coordinate (if needed), the CERT phone bank, providing basic incident facts and managing calls coming into MPC.		

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The **Repair Section Lead** reports to the Operation Section Chief and is responsible for developing a plan to repair the pipe and ensuring execution of the plan to allow the pipe to be returned to service. This role is typically filled by the System Integrity Leader. An M&TE project team will be assembled to support the Repair Section Leader by assisting with the efforts of plan development and procuring of resources.

REPAIR SECTION LEAD	INITIALS	DATE & TIME
Contact M&TE to assist with management of the Repair Project.		
Coordinate efforts with the Operations Section Chief to prepare the site for safe access and inspection of pipe failure.		
Complete initial inspection of pipe failure site when safe to do so.		
Communicate periodic updates to the Operations Section Chief.		
Locate and mobilize all primary and contingent line prep equipment and repair materials that could be used (Plan for contingencies).		
Ensure all paperwork (certifications, mill test reports, hydrotest records) are available for repair materials.		
Determine the drain up method and estimate the time required to drain up the line.		
Develop an initial pipeline repair plan and timeline.		
Develop a Commissioning, Decommissioning, and Recommissioning (CDR) plan.		
Secure a pipeline contractor, inspector, and non-destructive testing (NDT) contractor.		
Ensure contractor has qualified welders and all required Operation Qualifications.		
Ensure repair contractor makes proper emergency one-call notification prior to digging.		
Direct the excavation of the failed pipe segment and appurtenance taps as necessary.		
Inspect the pipe failure and list repair operations. Engage a 3rd party metallurgical consultant to assist with preliminary failure mode determination as necessary.		
Drain the section by gravity, stopple, or purge considering market impact and safety.		
Repair the failed pipe by cutout and replacement with pre-tested pipe, full encirclement sleeve, or by bolt-op clamp while ensuring complete isolation from hazardous vapors or liquids. Method to be determined with pipeline integrity oversight and with market impact considerations.		
Complete required inspection, NDT, and proof testing.		
Turn the line section back over to operations for return to service.		
Inspect the repaired section during start up and initial operation.		
Prepare failed pipe segment for shipment to metallurgical consultant for final failure analysis. Ensure appropriate documentation prior to, during, and after shipment.		

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**APPENDIX E INCIDENT SPECIFIC CHECKLIST**

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Appendix E Incident Specific Checklist

**E.1 RESPONSE GUIDE A - GENERAL EMERGENCY**

<b>RESPONSE GUIDE A – GENERAL EMERGENCY</b>	
<b>Actions</b>	<b>Considerations</b>
1. Sound the alarm.	Ensure all site personnel are accounted for and are aware of the problem
2. Assess the situation.	What's happening? Could it get worse? Corrective action needed? Additional assistance needed?
3. Take corrective actions.	Modify operations? Shut down operations? Evacuate the facility? Call Police? Call Fire Department? Call contractor?
4. Call <b>Confidential</b> <b>Confidential</b>	Contact the Facility Manager (if not present), any members of HES&S, and potentially Area Management if necessary.
5. Reassess situation.	Situation being resolved? Situation worsening?
6. Take additional corrective actions.	Modify operations? Shut down operations? Evacuate the facility? Call Police? Call Fire Department? Call contractor?

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Appendix E Incident Specific Checklist

## E.2 RESPONSE GUIDE B - PRODUCT RELEASE

RESPONSE GUIDE B – PRODUCT RELEASE	
Action	Considerations
1. Sound the alarm.	Ensure all site personnel are accounted for and are aware of the problem.
2. Assess the situation.	What's happening? Check the SDS. Is available PPE adequate? Could it get worse? Corrective action needed? Additional assistance needed? Does this affect a DOT asset?
3. Call an OSRO or other spill response contractor if necessary.	Appoint a person to meet/coordinate with OSRO. If oil will reach waterway, OSRO needs to bring: <ul style="list-style-type: none"> <li>• 1000 feet of containment boom within 1 hour</li> <li>• Recovery equipment (e.g., vac truck) within 2 hrs</li> </ul> See Tactical Response Plan, if available.
4. Ensure regulatory notifications are made and engage additional resources.  <b>Confidential</b> <b>Confidential</b>	Call <b>Confidential</b> to report the release to company personnel for compliance notifications, including: <ul style="list-style-type: none"> <li>• QI if not on-site   Area Manager   Environmental Professional   Safety Professional   Emergency Preparedness Coordinator   others as needed</li> </ul> Assign Env Professional to make notifications. Establish a time for a follow up call in 1 hour.
5. Monitor the atmosphere with a multi-gas detector.	Do readings show that it's safe to perform defensive control measures? Are additional safety precautions necessary?
6. Take protective actions.	Check the SDS. Is available PPE adequate? Protect personnel. Shut down operations? Secure ignition sources? Evacuate the facility? Call Police? Call Fire Department? Impact to neighbors, water intakes, sensitive areas?
7. Perform containment, confinement, and control.	Confine spill to piping or tank by closing valves, securing pumps, etc. Confine spill to smallest area possible by diking and damming. Control hazards to personnel by minimizing exposure.
8. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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Appendix E Incident Specific Checklist

## E.3 RESPONSE GUIDE C - MEDICAL PROBLEM

RESPONSE GUIDE C – MEDICAL PROBLEM	
Action	Considerations
1. Call for help.	Sound the alarm if necessary. Radio or phone for assistance, or send someone to call 911/EMS. Remain with the injured person.
2. Assess the scene.	Is the scene safe? Move injured person only in imminent danger.
3. Assess the responsiveness of the injured person.	<p>If <b>responsive</b>, interview the person or witnesses using SAMPLE =</p> <ul style="list-style-type: none"> <li>• S = signs and symptoms</li> <li>• A = allergies</li> <li>• M = medications</li> <li>• P = pertinent medical history</li> <li>• L = last food or drink</li> <li>• E = events leading up to the incident.</li> </ul> <p>Do a head to toe check. Look for signs of injury, pain, bleeding, cuts, burns, bruising, swelling, or deformities. Call EMS if warranted.</p> <hr/> <p>If <b>seems to be unresponsive</b>, check for normal breathing for no more than 5-10 seconds (gasping is not normal).</p> <ul style="list-style-type: none"> <li>• Someone who breaths/responds but is not fully awake can be placed in a recovery position if there are no apparent injuries until EMS arrives.</li> <li>• Have an AED and first aid kit ready and do a head-to-toe check.</li> </ul> <hr/> <p>If <b>unresponsive</b> and is not breathing normally, ensure EMS is on its way.</p> <ul style="list-style-type: none"> <li>• Ask someone to get AED and first aid kit</li> <li>• Do a head-to-toe check and</li> <li>• If trained, immediately begin CPR and use an AED as soon as possible.</li> </ul>
4. Provide care if trained based on conditions found.  See <i>American Red Cross Ready Reference</i> card.	Maintain breathing. Stop bleeding. Was there chemical exposure? Provide an SDS to EMS. Keep person calm, warm, and dry.
5. Direct EMS to person.	Be ready to direct EMS vehicle and personnel to location of the person.
6. Confidential	Contact Facility Manager (if not present), FSP, Nurse, and potentially Area Manager.
7. After event follow up	Do Confidential call notes accurately account the reported events? Perform a critique. Submit an incident report.

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Appendix E Incident Specific Checklist

## E.4 RESPONSE GUIDE D - SEVERE WEATHER

RESPONSE GUIDE D – SEVERE WEATHER	
Action	Considerations
1. Make preparations.	When severe weather is forecast or imminent, maintain severe weather watch and: <ul style="list-style-type: none"> <li>• Curtail or stop operations.</li> <li>• Follow any operational procedures for severe weather.</li> <li>• If warranted, refresh communications plan with team for business continuity post-event.</li> <li>• Reduce staff.</li> </ul>
2. Perform protective measures.	Review any published facility Hurricane and Severe Weather Plans & take described actions.
A. If a <b>severe storm warning</b> is issued including <b>hail</b> seek shelter.	Consider halting operations, seek shelter, and only resume work when threats of the storm has passed
B. If a <b>tornado</b> or <b>high winds warning</b> is issued, seek shelter.	Designated shelter areas available? Go there. Otherwise, seek inside room in stoutest building. Stay away from windows. Get under furniture. Protect head and neck. Put on PPE such as safety hat, safety glasses, and gloves. If stuck outside, get out of vehicle, seek protection in ditch or alongside building, and protect neck and head.
C. If <b>earthquake flash flood</b> ...	Move to high ground and avoid flood-prone areas. Never drive in flood waters. Obey all road closure or high water signs. Be extra diligent at night when flood waters are hard to spot.
D. If <b>hurricane</b> ...	See facility-specific Hurricane and Severe Weather Plan and plan for business continuity measures.
E. If a <b>blizzard</b> ...	Take business continuity measures.
3. After severe weather has passed	Take head count. Assist any injured. Watch out for downed electrical lines & animals. Complete facility re-entry inspections including for possible releases.
4. <b>Confidential</b>	Contact Facility Manager (if not present), Emergency Preparedness Coordinator, FSP/EP and/or Area Manager as needed.
5. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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Appendix E Incident Specific Checklist

## E.5 RESPONSE GUIDE E - SECURITY THREAT, WORKPLACE VIOLENCE, OR BOMB THREAT

RESPONSE GUIDE E – SECURITY THREAT, WORKPLACE VIOLENCE, OR BOMB THREAT	
Action	Considerations
1. Assess the potential threat.	What's happening? Could it get worse? Corrective action needed? Additional assistance needed?
2. Perform protective measures based on the type of threat.	See types of security threats and their protective measures below.
A. If <b>suspicious activity</b> by unknown persons is observed in or around facility...	Do not attempt to make contact with persons. Note any information like suspect description, license plate number, etc. Call police.
B. If <b>workplace violence / active shooter</b> is observed in or around facility...	If workplace violence, If an active shooter event: <ul style="list-style-type: none"> <li>• Run if you possibly can, knowing the location of the shooter. Open facility gate &amp; call police.</li> <li>• Hide and barricade yourself in until law enforcement comes.</li> <li>• Fight by any means necessary to keep yourself safe.</li> </ul>
C. If <b>bomb threat</b> is received by <b>mail or note</b> ...	Call police. Keep note for police.
D. If <b>bomb threat</b> is received by <b>phone</b> ...	Remain calm. Keep person on line. Listen very carefully. Ask person questions listed in the Bomb Threat Phone Questionnaire then call police.
E. If <b>bomb-like device</b> is found...	Don't touch or move device. Evacuate area. Avoid using radio. Call police.
F. If <b>protest</b> is planned or happening on facility property...	Contact Security Coordinator, TRO if applicable, and discuss security protocols for protests.
3. Cooperate with authorities.	Provide any details and follow up as requested.
4. Call <b>Confidential</b> from a safe location if not already done. <b>Confidential</b>	Contact the facility manager (if not present), Security Coordinator, and others. Seek any further direction.
5. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique if any individuals were at risk of harm. Submit an incident report.

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Appendix E Incident Specific Checklist

## E.6 RESPONSE GUIDE F - FIRE OR EXPLOSION

RESPONSE GUIDE F – FIRE OR EXPLOSION	
Action	Considerations
1. Sound the alarm.	Ensure all site personnel are accounted for and are aware of the problem and depart area if not safe. Protect personnel!
2. Call Fire Department.	Report circumstances. <b>Note:</b> All fires, regardless of magnitude, must be reported to the Fire Department. You still need to notify the Fire Department even if the fire has been extinguished.
3. Assess the situation.	What's happening? Check the SDS. Could it get worse? Corrective action needed? Additional assistance needed?
4. Take protective actions.	Protect personnel. Turn off equipment. Shut down operations. Evacuate the facility.
5. If possible, fight the fire.	Activate fixed firefighting systems if available. Do not enter burning buildings. Use extinguishers only if trained.
6. Protect surrounding tanks and structures.	If possible move equipment.
7. Call <b>Confidential</b>	Contact Facility Manager (if not present), FSP, EP, Fire Coordinator, and Area Manager.
8. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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Appendix E Incident Specific Checklist

## E.7 RESPONSE GUIDE G - EVACUATION

RESPONSE GUIDE G– EVACUATION	
Action	Considerations
1. Sound the alarm and/or alert all other personnel.	Ensure all site personnel are aware of the problem. What employees, contractors, third party drivers and/or visitors are at the facility today? Grab open work permits and visitor logs if possible.
2. Assess the situation.	Where and what is the emergency. <ul style="list-style-type: none"> <li>Fire?   Suspicious bomb-like package found?   Severe weather?   Significant product release?</li> </ul> Could it get worse? What's the wind direction and how do we stay upwind? Determine the type of evacuation if necessary. <ul style="list-style-type: none"> <li>Shelter in place   Building evacuation   Facility evacuation   Community member evacuation</li> </ul> Need to evacuate all or only nonessential personnel? Are alternate evacuation routes necessary?
3. Call 911 if warranted.	Need Fire Dept? Need Police Dept? Need traffic control? Need to evacuate community members?
4. Take protective actions and shelter/evacuation.	Modify or shut down operations? Shut off ignition sources? Gate opened to allow emergency responders to enter? Alert others from entering evacuated area (drivers, etc.) Evacuate or shelter personnel within designated meeting place. All personnel safe and accounted for – employees, contractors, and visitors?
5. Call <b>Confidential</b>	Contact HES&S, Facility Manager (if not present), and Area Manager (if warranted) to report the event.
6. Receive all-clear to re-enter.	Return to work once authorities (if involved) offer the "all-clear" and <b>Confidential</b> call results in confirmation it is safe to do so. Re-entry checks performed?
7. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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Appendix E Incident Specific Checklist

**E.8 RESPONSE GUIDE H - WATER RESCUE (IF APPLICABLE)**

<b>RESPONSE GUIDE H – WATER RESCUE (if applicable)</b>	
<b>Action</b>	<b>Considerations</b>
1. Sound the alarm.	Stop all operations immediately. Locate and maintain constant line of sight with victim. Call for all hands on dock – announce "MAN OVERBOARD."
2. Delegate calls for help.	Assign someone to contact 911. Contact pre-identified rescue providers, such as USCG, Fire Department, or other on-water response. Request AED, First Aid Kit, and Hypothermia Care Kit.
3. Assess the scene for safety.	Is the victim unconscious? Prevent secondary victims from the would-be responder team: <ul style="list-style-type: none"> <li>• Are atmospheric monitoring results safe for responders to approach?</li> <li>• Are all responders wearing PFDs? Other PPE?</li> <li>• What slip and tripping hazards need removed or controlled?</li> <li>• Delegate a safety officer to assess and control hazards during the response &amp; rescue.</li> </ul>
4. Deploy equipment.	<ul style="list-style-type: none"> <li>• Toss a rope bag to a victim within 30 feet or so to the dock.</li> <li>• Shoot the facility's rescue rope launcher at a 60 degree angle if the victim is within 300 feet to the dock.</li> <li>• Assign another person to obtain a secondary rope launcher as a back-up in case the first shot is bad.</li> <li>• Drop the life ring when victim has grasped the deployed equipment and is within 10 feet or so of the dock while he or she awaits retrieval.</li> </ul>
5. Retrieve victim.	Once victim has grasped deployed device: <ul style="list-style-type: none"> <li>• Tie off the rope end your holding to the dock.</li> <li>• Slowly pull in the victim. Request help as needed.</li> <li>• Guide victim to pre-identified retrieval spot such as a stairwell, fixed ladder, or bank where possible.</li> </ul>
6. Provide post-rescue victim care.	Treat symptoms of hypothermia by getting person to warm place and cut wet clothing from his or her chest. <ul style="list-style-type: none"> <li>• Lie person flat and avoid moving his or her extremities.</li> <li>• Dry the chest and for unconscious persons, apply AED pads.</li> <li>• Apply any heat packs at neck, underarms, and belly.</li> <li>• Cover with thermal blanket. Apply body heat if necessary.</li> <li>• Treat other injuries and monitor vitals until EMS or other responders arrive.</li> </ul>
1. Call <b>Confidential</b>	Contact Facility Manager (if not there), FSP, Emergency Prep Coordinator, & Area Manager. Call the NRC if necessary.
8. After event follow up.	Do <b>Confidential</b> call notes accurately account the reported events? Perform a critique. Submit an incident report.

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Appendix E Incident Specific Checklist

Confidential

[illegible]

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Appendix E Incident Specific Checklist

**E.10 EVACUATION**

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Stored material location	<ul style="list-style-type: none"><li>• Located in oil storage area.</li><li>• Confidential are stored in tanks inside secondary containment dikes. Evacuation routes are away from storage tanks. Some transfer piping is outside of containment.</li><li>• Identified in Facility Plot Plan. (SECTION 1.9, FIGURE 1)</li></ul>
Spilled material hazards	<ul style="list-style-type: none"><li>• Hazard is fire/explosion.</li><li>• The typical flammability and combustibility of Confidential. SDSs are on site that explain the hazards.</li></ul>
Water currents, tides or wave conditions	<ul style="list-style-type: none"><li>• N/A</li></ul>
Alarm/Notification system location	<ul style="list-style-type: none"><li>• There is no alarm system. Notification would be made by word of mouth and cell phones.</li></ul>

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Appendix E Incident Specific Checklist

**E.10 EVACUATION, CONTINUED**

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Alternate evacuation routes	<ul style="list-style-type: none"><li>• Alternate routes; refer to Evacuation Plan Diagram. (<b>SECTION 1.9, FIGURE 3</b>)</li><li>• The best route is south towards Seaman Road.</li></ul>
Injured personnel transportation	<ul style="list-style-type: none"><li>• Emergency services can be mobilized to the Facility. (<b>SECTION 1.3.1</b>)</li><li>• Hospitals are listed in Section 1.3.4</li><li>• Hospital will be contacted and ambulance will be used to transport critically injured personnel.</li></ul>
Community evacuation plans	<ul style="list-style-type: none"><li>• Company may request local police, county sheriff and/or state police assistance (<b>SECTION 1.3.1</b>). Community evacuations are the responsibility of these agencies.</li></ul>
Spill flow direction	<ul style="list-style-type: none"><li>• Identified in Facility drainage diagram. (<b>SECTION 1.9, FIGURE 2</b>)</li><li>• Confidential</li></ul>

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Appendix E Incident Specific Checklist

**E.10 EVACUATION, CONTINUED**

<b>EVACUATION FACTORS</b>	
<b>FACTOR</b>	<b>DESCRIPTION</b>
Prevailing wind direction and speed	<ul style="list-style-type: none"> <li>Because wind direction varies with weather conditions, consideration for evacuation routing will depend in part on wind direction.</li> <li>Prevailing winds at Oregon, OH (Toledo) is from WSW at 11 mph Nov through Feb, ENE 10-11 mph March through May, WSW at 7-9 mph June through September, and from SW at 8 mph in Oct.</li> </ul>
Emergency personnel/response equipment arrival route	<ul style="list-style-type: none"> <li>Directions to nearest medical facility provided below.</li> <li><b>Confidential</b></li> </ul>
Evacuation routes	<ul style="list-style-type: none"> <li>Routes are summarized on Evacuation Plan Diagram (<b>SECTION 1.9, FIGURE 3</b>).</li> <li>To the south towards Seaman Road through the gates.</li> <li>Criteria for determining safest evacuation routes from facility may include: wind direction, potential exposure to toxins and carcinogens, intense heat, potential for explosion/fire, and blockage of planned route by fire, debris, or released liquid.</li> </ul>
Centralized check-in area	<ul style="list-style-type: none"> <li>The Terminal Manager or the Designated Alternate will be responsible for taking the head count and administering instructions.</li> <li>On-site mustering point is the parking lot to the east of the office. Off-site is across Seaman Road.</li> </ul>

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Appendix E Incident Specific Checklist

**E.10 EVACUATION, CONTINUED**

EVACUATION FACTORS	
FACTOR	DESCRIPTION
Mitigation Command Center location	<ul style="list-style-type: none"><li>• Mobile Command Posts may be established as necessary.</li><li>• Terminal Office</li></ul>
Facility Shelter Location	<ul style="list-style-type: none"><li>• Not a safe harbor from fires, explosions, vapor clouds, or other significant emergencies; however, may be used for temporary shelter from inclement weather.</li><li>• Office/reception area.</li></ul>
Directions to nearest medical facility	Directions to Hospitals (St. Charles) Emergency Command Post: <ul style="list-style-type: none"><li>• Head west on Seaman Rd toward N Coy Rd</li></ul> Turn left onto Wheeling St Turn left onto Navarre Ave

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Appendix E Incident Specific Checklist

**E.11 OTHER CHECKLISTS**

E.11 Other Checklists	Comments

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Appendix E Incident Specific Checklist

Confidential

[illegible]

Appendix E Incident Specific Checklist

**APPENDIX F WELLHEAD PROTECTION AREA DETERMINATION****Appendix F Wellhead Protection Area Determination**

To the best of our knowledge, there is no groundwater protection plan for this area.

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Appendix F Wellhead Protection Area Determination

**APPENDIX F WELLHEAD PROTECTION AREA DETERMINATION (UPLOADED FILES)**

No Files Uploaded

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Appendix F Wellhead Protection Area Determination

**APPENDIX G ENVIRONMENTAL SENSITIVITY ATLAS**

**[Click to view/print Environmental Sensitivity Note](#)**

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Appendix G Environmental Sensitivity Atlas

## **APPENDIX G**

Terminal / Agency:

The Appendix G Environmental Sensitivity Atlas files are in the 1.4.2 Vulnerability Analysis / Planning Distance Calculation Report.

**APPENDIX H ENDANGERED SPECIES LIST**

[Click to view/print Endangered Species Note](#)

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Appendix H Endangered Species List

**ENDANGERED SPECIES:**

Terminal / Agency:

The Endangered Species Listing is located in Section 1.4.2 Vulnerability Analysis / Planning Distance Calculation Report.

**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS**

**[Click to view/print View Form 800](#)**

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Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

# View Form 800

## SAMPLE PREP DATABASE

Note: This sample Form 800 is to fulfill regulatory purposes only.  
Please use the online form in FTMS for completion.

### Terminal PREP Exercise and Personnel Training Report Listing

#### PREP Exercises Information

Date of  
Exercise/Training

Preparer's Name

Status

CLOSED ▼

#### A. PREP Exercises (Check all that apply)

☐ Actual Incident ⓘ

☐ Government-Initiated Unannounced Exercise ⓘ

☐ USCG COTP

☐ EPA

#### Exercise Type: ⓘ

☐ Announced

☐ Unannounced

☐ QI Notification Exercise ⓘ

After Hours Event/Drill?

No ▼

Who Called

Required Field

Time Called

Required Field

Contact Method

Required Field

☐ Emergency Procedure for Terminal ⓘ

☐ SMT Tabletop Exercise ⓘ

<b>Written Description of Exercise or Actual Incident</b>		
<div style="border: 1px solid #ccc; width: 150px; height: 50px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; width: 100px; height: 20px; margin-bottom: 5px;"></div>		
<b>MPC Exercise Level</b> <span style="font-size: 0.8em;">i</span> <div style="margin-left: 10px;"> <input type="checkbox"/> Level 1  <input type="checkbox"/> Level 2  <input type="checkbox"/> Level 3         </div>		
<b>Equipment Deployment</b> <span style="font-size: 0.8em;">i</span> <a href="#">View OSRO Deployment Letters</a>		
<input type="checkbox"/> Equipment Deployment Completed		
<b>Exercise Objectives</b> <span style="font-size: 0.8em;">i</span>	Choose Objectives <ol style="list-style-type: none"> <li>1. I want my Team to know who to call.</li> <li>2. My Team should know who makes the Regulatory Notifications.</li> <li>3. I want my Team to understand the concept of Unified Command.</li> <li>4. I want my Team to understand the SPCC.</li> <li>5. I want my Team to provide continual assessments during the Incident.</li> </ol>	<b>Objective Completed?</b> <div style="margin-top: 10px;"> <div>Yes <span style="font-size: 0.8em;">▼</span></div> <div>Yes <span style="font-size: 0.8em;">▼</span></div> <div>Yes <span style="font-size: 0.8em;">▼</span></div> <div>Yes <span style="font-size: 0.8em;">▼</span></div> <div>Yes <span style="font-size: 0.8em;">▼</span></div> </div>
<b>After objectives are completed, select yes from the dropdown list. You will receive credit for corresponding components listed in Section B.</b>		
<b>Participants</b> <span style="font-size: 0.8em;">i</span> If receiving training credit please list MPC personnel separately here: <a href="#">TT&amp;R Training Sign-in Sheet</a>		
<input type="checkbox"/> MPC Terminal Personnel	<div style="border: 1px solid #ccc; height: 20px;"></div>	
<input type="checkbox"/> MPC Area/District Personnel	<div style="border: 1px solid #ccc; height: 20px;"></div>	
<input type="checkbox"/> Local Agencies (List)	<div style="border: 1px solid #ccc; height: 20px;"></div>	
<input type="checkbox"/> State Agencies (List)	<div style="border: 1px solid #ccc; height: 20px;"></div>	

<input type="checkbox"/> Federal Agencies (List)	
<input type="checkbox"/> OSRO (Name)	
<b>B. SMT Tabletop / Equipment Deployment Drill Evaluation Components</b>	
<b>Identity those components that were exercised during the PREP Exercise or Incident:</b>	
<input type="checkbox"/> 1. <u>Notifications</u>	Discuss who to contact and the correct order. Discuss the role of the QI. Establish a relationship with Contractors through the Site visit program. Discuss which MPC employee makes the Regulatory Notifications.
<input type="checkbox"/> 2. <u>Staff Mobilization</u>	Discuss MPCs 3 Tier response strategy and how they are activated. Discuss the Home Team Concept
<input type="checkbox"/> 3. <u>Unified Command</u>	Discuss the concept of Unified Command. Who would make up the Unified command structure in a Level 1 Incident? How does MPC fit into the Unified command structure?
<input type="checkbox"/> 4. <u>Discharge Control</u>	Discuss the contents of the SPCC and review the methods to safely stop the discharge. How would a spill at the facility get off site? What controls are in place to stop a spill at its source.
<input type="checkbox"/> 5. <u>Assessment</u>	Determine the severity of an incident. Explore different methods to evaluate an incident. Discuss priorities when assessing an incident. Discuss the ability to provide continuing assessments.
<input type="checkbox"/> 6. <u>Containment</u>	Discuss the locations to place booms (SDLD). Explore the ways to build dams and weirs.
<input type="checkbox"/> 7. <u>Recovery</u>	Discuss the effectiveness of skimmers, vac trucks and absorbent materials. Determine the availability of recovery equipment. determine locations for recovery.
<input type="checkbox"/> 8. <u>Protection</u>	Discuss sensitive areas and wildlife habitats. Discuss booming strategies.
<input type="checkbox"/> 9. <u>Disposal</u>	Discuss the ability to dispose of recovered product and contaminated debris.
<input type="checkbox"/> 10. <u>Communications</u>	Discuss common terminology and job responsibilities. Demonstrate the ability to communicate to both internal and external organizations.
<input type="checkbox"/> 11. <u>Transportation</u>	Discuss the equipment deployment requirements and shipping of recovered products. Demonstrate the ability to provide transportations for land and waterborne Terminal Facilities.
<input type="checkbox"/> 12. <u>Personnel Support</u>	

Discuss the job responsibilities of the district Staff and how these jobs support the Incident Commander. Demonstrate the ability to provide support to responders. These items include food, lodging and emergency services.

☐ 13. Equipment Maintenance

Discuss the ability to deploy, inspect and maintain Emergency Response equipment. "Note: Terminal deployment frequency is semi-annual if terminal has containment boom. If the terminal does not have containment boom, an OSRO deployment letter certifying equipment deployment can be found in FRP Section F. This OSRO certification letter is updated annually."

☐ 14. Procurement

Discuss the ability to obtain equipment, personnel and supplies to sustain an organized response.

☐ 15. Documentation

Demonstrate the ability to document operations and support aspects of the response and provide detailed records of decisions and actions taken.

### C. Incident/Exercise Evaluation - Lessons Learned

1.

2.

3.

4.

5.

#### Notes:

1 Submit participants for exercises and training on the TTR-Training Sign-in Sheet.

2 Records must be retained for 3 yrs for USCG, and 5 yrs per EPA guidelines.

**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS, CONTINUED**

**[Click to view/print Tank Inspection Form 600](#)**

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Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

## FTMS Online Form

### Tank Inspection – Form 600 – SAMPLE

**Note:** This sample Form 600 (Storage Tank and Secondary Containment/Diked Areas Inspection Log) is to fulfill regulatory purposes only. Please use the online form in FTMS for completion.

- 1) Foundation: Task 1: Foundation Condition (signs of settlement). Task 2: Interstitial Space Between Aboveground Tank Floors

**Foundation:**

**Comments:**

- 2) Tank Shell: Task 1: Tank Numbering/Identification. Task 2: Shell Condition (Distortion, Paint, Corrosion and Leaks). Task 3: Insulation (if applicable). Task 4: Grounding

**Tank Shell:**

**Comments:**

- 3) Appurtenances: Task 1: Stairway/Railings. Task 2: Shell Vents (if applicable). Task 3: Sample Valves (leaks). Task 4: Water Draw-Off (leaks) (if applicable)

**Appurtenances:**

**Comments:**

- 4) Gauge Equipment: Task 1: LP Gauge Equipment (if applicable). Task 2: Board Gauges (if applicable). Task 3: Mechanical Gauges (if applicable)

**Gauge Equipment:**

**Comments:**

- 1) Initiate overfill alarm test by manually activating Magnetrol, Trans-data switch or equivalent, or Scully system. Verify processing and transmitting devices operate and proper notifications received. RESET Fed panel.

**Alarm Test:**

**Comments:**

- 2) Answer only if this tank used for full dial out. Tank activates Fed Panel which activates auto-dialer. On the first alarm activation, a full call out is done by auto-dialer whereas the bypass mode is used thereafter checking tank activates Fed panel.

**Alarm Tank:**

**Comments:**

- 3) Verify that all controlled offload pumps are shut down and cannot be restarted

**Verification-PumpShutDown:**

**Comments:**

**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS, CONTINUED**

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Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

**Note: This sample Form 601 is to fulfill regulatory purposes only. Please use the online form in the PREP database for completion.**

**Form 601 (Facility Response Equipment List/Inspection Log)**

(40 CFR Part 112 Appendix F 1.3.2 & 1.8.1.2 – Retain for 5 years)

Page 1 of 3  
03/03

**Terminal Name** Lima, OH Light Products **Date** \_\_\_\_\_

**1. Skimmers/Pump**

Type	Model	Year	Capacity	Recovery	Storage	Date Fuel Change	Inspection Date/Initials Comments

**Comment as appropriate:**

Is all equipment accessible? \_\_\_\_\_ Any correction needed? \_\_\_\_\_  
 Are all items operational? \_\_\_\_\_ Any repairs needed? \_\_\_\_\_  
 Last test date or last use date? \_\_\_\_\_  
 Shelf life and expected replacement date? \_\_\_\_\_

**2. Boom (Operable ONLY)**

Type	Model	Year	Size (length)	Containment Area	Storage Location	Inspection Date/Initials Comments

**Comment as appropriate:**

Is all boom accessible? \_\_\_\_\_ Any correction needed? \_\_\_\_\_  
 Is all boom deployable? \_\_\_\_\_ Any repairs needed? \_\_\_\_\_  
 Last test date or last use date? \_\_\_\_\_  
 Shelf life and expected replacement date? \_\_\_\_\_

**3. Dispersant Chemicals Stored (In Shelf Life ONLY)**

Type	Amount	Date Purchased	Treatment Capacity	Storage Location	Inspection Date/Initials Comments

**Comment as appropriate:** Are dispersants accessible? \_\_\_\_\_ Are dispersants ready for use? \_\_\_\_\_ Shelf life/expected replacement date \_\_\_\_\_

Were appropriate procedures used to receive approval for use of dispersants in accordance with the NCP (40 CFR 300.190) and the Area Contingency Plan (ACP), where applicable \_\_\_\_\_? Name and State of On-Scene Coordinator (OSC) authorizing use \_\_\_\_\_  
 Date \_\_\_\_\_

ENV/RELPP/60C  
TTM FRP (Form 601)

CUSTODIAN: Terminal  
COPY: FRP & EPA

REVISED 3/2005

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**Form 601 (Facility Response Equipment List/Inspection Log)**

(40 CFR Part 112 Appendix F 1.3.2 & 1.8.1.2 – Retain for 5 years)

Page 2 of 3  
03/03

**4. Dispersant Dispensing Equipment (Operable ONLY)**

Type & Year	Storage Location	Response Time (minutes)	Inspection Date/Initials Comments

**Comment as appropriate:** Is all equipment accessible? \_\_\_\_\_ Are all items operational? \_\_\_\_\_ Any repairs needed? \_\_\_\_\_ Last test date or last use date? \_\_\_\_\_ Shelf life / expected replacement date? \_\_\_\_\_

**5. Sorbents Pads, Sorbent Booms**

Type	Year Purchased	Amount	Absorption Capacity	Storage Location	Inspection Date/Initials Comments

**Comment as appropriate:** Are sorbents accessible? \_\_\_\_\_ Are sorbents ready for use? \_\_\_\_\_ Shelf life / expected replacement date? \_\_\_\_\_

**6. Hand Tools**

Type of Tool	Age	Quantity	Storage Location	Inspection Date/Initials Comments

**Comment as appropriate:** Are hand tools accessible? \_\_\_\_\_ Are hand tools in good repair? \_\_\_\_\_ Any repairs needed? \_\_\_\_\_ Shelf life / expected replacement date? \_\_\_\_\_

ENV/RELPP/60C  
TTM FRP (Form 601)

CUSTODIAN: Terminal  
COPY: FRP & EPA

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**Form 601 (Facility Response Equipment List/Inspection Log)**

(40 CFR Part 112 Appendix F 1.3.2 & 1.8.1.2 – Retain for 5 years)

Page 3 of 3  
03/03

**7. Communication Equipment (Operable ONLY) (Radios/Cellular Phones)**

Type of Device	Age	Quantity	Storage Location	Inspection Date/Initials Comments

**Comment as appropriate:**

Is all equipment accessible? \_\_\_\_\_ Any correction needed? \_\_\_\_\_  
 Are all devices operational? \_\_\_\_\_ Any repairs needed? \_\_\_\_\_  
 Last test date or last use date? \_\_\_\_\_  
 Shelf life / expected replacement date? \_\_\_\_\_

**8. Fire Fighting and Personnel Protective Equipment (Operable ONLY)**

06/00

Type & Year	Age	Quantity	Storage Location	Inspection Date/Initials Comments

**Comment as appropriate:**

Is all equipment accessible? \_\_\_\_\_ Any correction needed? \_\_\_\_\_  
 Is all equipment operational? \_\_\_\_\_ Any repairs needed? \_\_\_\_\_ Last  
 test date or last use date? \_\_\_\_\_  
 Shelf life / expected replacement date? \_\_\_\_\_

**9. Other (Heavy Equipment) Boats and Motors (Operable ONLY)**

Type & Year	Age	Quantity	Storage Location	Inspection Date/Initials Comments

**Comment as appropriate:**

Is all equipment accessible? \_\_\_\_\_ Any correction needed? \_\_\_\_\_  
 Is all equipment operational? \_\_\_\_\_ Any repairs needed? \_\_\_\_\_ Last  
 test date or last use date? \_\_\_\_\_  
 Shelf life / expected replacement date? \_\_\_\_\_

ENV/RELPP/60C

CUSTODIAN: Terminal

REVISED 3/2005

TTM FRP (Form 601) COPY: FRP & EPA

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**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS, CONTINUED**

**[Click to view/print Form 850](#)**

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October 2015

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Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

**Form 850 (OSRO Site Familiarization Checklist)**

Terminal :

Lima Light Products

Date :

Contractor:

06/00

Items to be Reviewed:		
1.	Review the Terminal's FRP Action Plan.	
2.	Review key personnel and contacts for both the Terminal and Contractor. Note any personnel changes for both parties.	
3.	Review Contractor's regular hour, 24-hour emergency, and Terminal's telephone numbers to assure that the correct numbers are listed.	
4.	Discuss response time of Contractor from his location to the Terminal. Typical response time from initial call to arrival on site is _____ minutes.	
5.	Discuss contact individuals ( <i>i.e.</i> , Incident Commander) when Contractor arrives on site.	
6.	Discuss the Contractor's primary and secondary routes to the Terminal and ingress and egress inside the Terminal.	
7.	Review the locations identified as staging areas and command centers for the Terminal.	
8.	Discuss site security measures that will be in place at the Terminal in the event of an incident.	
9.	Review potential personnel exposures ( <i>i.e.</i> , H <sub>2</sub> S, Benzene, MTBE) and other special Terminal site safety requirements to be followed during a response.	
10.	Review Contractor's equipment and resources. Discuss equipment available at the Terminal (if applicable), as well as the capability of the equipment.	
11.	Review the Site & Flow Diagrams as well as the Worst Case Discharge Diagram. (Onsite Oil flow patterns) Discuss Contain, Confine and Control Strategies.	
12.	Review the Spill Defensive Locations Diagram and the USGS Emergency Response Wall Chart (or equivalent). (Offsite Oil flow patterns) Discuss Contain, Confine and Control Strategies.	
13.	Review the types of products the Terminal handles and location of Material Safety Data Sheets.	
14.	Review items unique to the Terminal both operationally and site specific.	
15.	Walk the Terminal reviewing the operation and any changes since previous visit.	
16.	Comments:	
Signatures:		
Terminal Manager		
	<i>Sign</i>	<i>Print Name</i>
Contractor Representative:		
	<i>Sign</i>	<i>Print Name</i>

**Note: This sample Form 850 is to fulfill regulatory purposes only. Please use the online form in the PREP database for completion.**

Attention: Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used.

**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS, CONTINUED**

**[Click to view/print Form 100](#)**

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Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

## INCIDENT RESPONSE NOTIFICATION FORM 100 INSTRUCTIONS

- Never include information **which has not been verified**
- **Never speculate** as to **the cause of an incident** or **make any acknowledgment of liability**
- **DOCUMENT THE FOLLOWING**
  - agency notified
  - time agency notified
  - person notified
  - content of message given
- **DO NOT DELAY reporting** due to incomplete information
- Provide as much information as possible

# Form 100 – Incident Response Notification Form, Page 1 of 4

Terminal:

40 CFR Part 112 Appendix F 1.3.1

		Caller Information			
Date	Time	Reporter's Name		Position within Company	
Reporter's Facility (address)		Facility Owned by Company		Division of Company	
Responsible Party					
Phone Number		Fax Number		Calling for Responsible Party (Y or N)	
				Calling for Federal Reporting Obligations (Y or N)	
		Incident Description			
Date of Incident		Time		Weather	
Reason for Discharge		Incident Latitude/Longitude		Incident River Mile Post	
Incident Address/Location		Nearest City/County/State		Distance from City (Miles & Direction)	
Material Discharged (Y or N) Confidential (Y or N)		Material in Water? (Y or N)		Name of Water Body	
Container (Drum/Tank/Line, etc.)		Storage Capacity (bbl. or gal.)		Facility Total Storage Capacity	
<b>Chris Code (Material)</b>	<b>Total Discharge Amount (est.)</b>	<b>Unit bbl. or gal.</b>	<b>Material in water (est.)</b>	<b>Unit bbl. or gal.</b>	

**Initial notifications should not be delayed pending the collection of all information.**

Form 100 Incident Response Notification  
Planning-Emergency Preparedness and  
Response/5 yrs after revised, superseded,  
or obsolete

Custodian: TTR HESS PPG

REVISED: 2016

## Form 100 – Incident Response Notification Form, Page 2 of 4

Terminal:

40 CFR Part 112 Appendix F 1.3.1

Response	Action
Actions Taken (Stop, Contain, Recover)	
<b>Impact</b>	
Number of Injuries	Number of Deaths
Evacuation (Y or N)	Number Evacuated
Damage	Damage Estimate (Dollars)
Medium Affected  Shoreline impacted (Y or N)  Environmental Sensitive Area (Y or N)  Water Intakes (Y or N)	
<b>Additional Information</b>	
Any important information not specified elsewhere. Media attention?	

**Initial notifications should not be delayed pending the collection of all information.**

Form 100 Incident Response Notification  
Planning-Emergency Preparedness and  
Response/5 yrs after revised, superseded,  
or obsolete

Custodian: TTR HESS PPG

REVISED: 2016

## Form 100 – Incident Response Notification Form, Page 3 of 4

Terminal:

40 CFR Part 112 Appendix F 1.3.1

<b>Reporters Name</b>	
<b>Date</b>	
<b>Facility Name</b>	
<b>Owner's Name</b>	
<b>Facility ID Number</b>	
<b>Agency Notification NRC, USCG, EPA, State LEPC, etc.</b>	
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:
Agency:	Agency Person Notified: Phone Number:
Date Notified:	Time Notified:

**Initial notifications should not be delayed pending the collection of all information.**

Form 100 Incident Response Notification  
Planning-Emergency Preparedness and  
Response/5 yrs after revised, superseded,  
or obsolete

Custodian: TTR HESS PPG

REVISED: 2016

## Form 100 – Incident Response Notification Form, Page 4 of 4

Terminal:

40 CFR Part 112 Appendix F 1.3.1

Agency Response	
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Agency on Site:	Agency Representative:
Date Arrived:	Time Arrived:
Contractor Notifications	
Contractor:	Comments:
Name of Contact:	
Time Contacted:	Arrival Time:
Contractor:	Comments:
Name of Contact:	
Time Contacted:	Arrival Time:
Contractor:	Comments:
Name of Contact:	
Time Contacted:	Arrival Time:
Contractor:	Comments:
Name of Contact:	
Time Contacted:	Arrival Time:
Company Notifications	
Contact:	Comments:
Time:	Arrival Time:
Contact:	Comments:
Time:	Arrival Time:
Contact:	Comments:
Time:	Arrival Time:

**Initial notifications should not be delayed pending the collection of all information.**

**Environmental** is custodian of the completed form, send a copy to PPG Group (FRP/SPCC Coordinator) in Findlay.

Form 100 Incident Response Notification  
Planning-Emergency Preparedness and  
Response/5 yrs after revised, superseded, obsolete

Custodian: TTR HESS PPG

REVISED: 2016

**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS, CONTINUED**

**[Click to view/print Facility Reportable Oil Spill History](#)**

Attention: Printed copies should be used with caution. The user of this document must ensure the current approved version of this document is being used.

October 2015

FRP (EPA TT&R)

Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

## Facility Reportable Oil Spill History Documentation Instruction

As described in 40 CFR Part 110, reportable oil spills are those that: (a) violate applicable water quality standards, or (b) cause a film or sheen upon or discoloration of the surface of the water or adjoining shorelines or cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines.

**In the event a spill occurs, the following table should be used to gather the spill information, to the extent that such information is reasonably identifiable, to be reported in the FRP.**

Discharge History Information Table		
Date of Discharge	Discharge Cause	
Material Discharged	Amount Discharged (gallons)	Amount Discharged to Navigable Waters (gallons)
Effectiveness and Capacity of Secondary Containment		
Clean-up Actions Taken		
Steps Taken to Reduce Possibility of Recurrence		
Total Oil Storage Capacity of the Tank or Impoundment from which the Material Discharged		
Enforcement Actions		
Effectiveness of Monitoring Equipment		
Description of How Spill Was Detected		

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**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS, CONTINUED**

**[Click to view/print Bomb Threat Phone Questionnaire](#)**

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FRP (EPA TT&R)

Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

## BOMB THREAT PHONE QUESTIONNAIRE

### QUESTIONS TO ASK

When is bomb going to explode? \_\_\_\_\_

Where is it right now? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? \_\_\_\_\_

What is your address? \_\_\_\_\_

### EXACT WORDING OF THE THREAT

\_\_\_\_\_

\_\_\_\_\_

Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_ Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_

### CALLER'S VOICE

_____ Calm	_____ Crying	_____ Deep
_____ Angry	_____ Normal	_____ Ragged
_____ Excited	_____ Distinct	_____ Clearing Throat
_____ Slow	_____ Slurred	_____ Deep Breathing
_____ Rapid	_____ Nasal	_____ Cracking Voice
_____ Soft	_____ Stutter	_____ Disguised
_____ Loud	_____ Lisp	_____ Accent
_____ Laughing	_____ Raspy	_____ Familiar

If voice is familiar, who did it sound like? \_\_\_\_\_

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## BACKGROUND SOUNDS

<input type="checkbox"/> Street Noises	<input type="checkbox"/> Motor	<input type="checkbox"/> Local
<input type="checkbox"/> Crockery	<input type="checkbox"/> Office	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Voices	<input type="checkbox"/> Factory Machinery	<input type="checkbox"/> Booth
<input type="checkbox"/> PA System	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Cellular
<input type="checkbox"/> Music	<input type="checkbox"/> Clear	<input type="checkbox"/> Other
<input type="checkbox"/> House Noises	<input type="checkbox"/> Static	

## THREAT LANGUAGE

<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped
<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Read by Person

REMARKS:

REPORT CALL IMMEDIATELY TO **Confidential**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Attention: Printed copies should be used with caution. The user of this document must ensure the current approved version of the document is being used.

**APPENDIX I SELF-INSPECTION, DRILLS/EXERCISES, AND RESPONSE TRAINING FORMS, CONTINUED**

**[Click to view/print Medical Site Safety Plan](#)**

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October 2015

FRP (EPA TT&R)

Appendix I Self-inspection, Drills/Exercises, And Response Training Forms

## Medical, Site Safety & Health Plan

### SITE-SPECIFIC PROCEDURES

Anyone handling spilled material will wear as a minimum the following protective equipment:

- Rubber, neoprene, or nitrile gloves
- Rain suits or disposable coveralls where clothing contamination is likely to occur

Any entry into confined spaces will be conducted following Terminal confined space entry permit procedures.

Anyone who handles spilled material and gets a small amount of spilled material on their skin or clothing will decontaminate at the end of the work period/shift. Areas of gross contamination should be decontaminated immediately.

Decontamination will include a shower where any significant contamination occurs.

Equipment that comes in contact with spilled material will be cleaned before it leaves the site. Where it is not possible to completely clean equipment before it leaves the site, steps will be taken as needed to prevent the spread of spilled material. This equipment will be cleaned as soon as possible.

All containers of spilled material will be labeled. The label will include the identity of the spilled material and appropriate hazard warnings.

Anyone handling or likely to come in contact with the spilled material must receive a review of the SDS for the spilled material. This review must take place prior to the employee handling or contacting the spilled material.

Log(s) of workers on site must be kept by the workers' managers. The purpose of these logs is to account for everyone on site at all times.

**ALL CLEAN-UP CONTRACTORS MUST HAVE CURRENT HAZWOPER TRAINING, INCLUDING REFRESHER, APPROPRIATE FOR THE TASKS WHICH THEY WILL BE ASKED TO PERFORM.**

## **SAFETY / HEALTH / SECURITY**

### **CORPORATE POLICY**

It is the corporate policy of the Company to provide a safe workplace for all workers. All employees and contractors are responsible for maintaining the safety and health of all workers at the Company's facilities/operations at the Terminal.

Prior to engaging in any spill response activity:

- All employees/contractors must have received orientation on the Company's Safety Plan.
- All contractor response personnel must be in compliance with OSHA training requirements.
- All other personnel will have completed appropriate training for their position as outlined in Section K.
- No employee/contractor shall engage in hazardous activities until the appropriate hazardous control measures have been established, including engineering and administrative controls and personal protective equipment.

### **GENERAL RESPONSE SAFETY**

All company and contractor personnel are expected to comply with the Site Safety and Health Plan for each spill incident.

- Any concern regarding health or safety issues should be immediately addressed.
- The first responder must consider the spill site as dangerous and consider the local atmosphere surrounding the spill as containing flammable and/or toxic vapor until air monitoring procedures prove that the area is safe.
- The first responder must exit the area against or across the wind if possible and must also evacuate others who are working in the area.
- All injuries, no matter how minor, must be reported to a the Company Manager in a timely manner.
- Prior to entering a spill area, a qualified person must perform an initial safety and health evaluation of the site as outlined in this section.
- When appropriate, all workers must observe and follow the Company Site Respiratory Protection Program in accordance with the Company's Safety Policy and Procedures Manual.

## TEMPERATURE / HEALTH CONCERNS

Ambient temperatures can substantially affect work conditions and worker safety. All personnel should remain alert to changing conditions affecting their safety. Some temperature concerns are:

### Heat Stress

- Before work begins, Safety Personnel will establish work/rest regimens based on ambient conditions and levels of PPE required for the task.
- During rest periods, remove/open protective clothing to facilitate body cooling.
- Adjust work/rest regimens as ambient conditions or levels of PPE change.
- Force fluids! All workers will be encouraged to increase fluid intake, keeping in mind that thirst is not an adequate indicator of the need for fluids.
- Electrolyte replacing fluids (*e.g.*, Gatorade, etc.) should be provided to personnel conducting operations in protective clothing.

### Hypothermia

- Before work begins, Safety Personnel will establish work/rest regimens based on ambient conditions and levels of PPE required for the task.
- Persons exposed to wet conditions or immersion may have an increased risk of hypothermia.
- Layered clothing generally protects against cold better than single “heavy” garments.
- An affected person should be moved to a warm area and provided with dry clothing.
- Be aware of the mobility restraints when wearing multiple layers of clothing.

## AIR MONITORING

A Terminal/operation employee shall be designated as a Safety Monitor and shall be trained in the operation of air monitoring equipment. The Incident Commander must ensure that Safety Monitors are trained and that their equipment is maintained and ready for use.

The air monitoring equipment which will be used to detect flammable and/or toxic atmosphere must be calibrated by a qualified person prior to any air monitoring activity.

Records of calibration will be kept with each air monitoring instrument.

**The following air monitoring measurements must be made prior to entry into a spill area in the order in which they are listed.**

- Oxygen concentration in percent O<sub>2</sub>
- Flammable concentration expressed as Lower Explosive Limit (LEL)
- Confidential
- Confidential
- LEL readings above 10% require immediate evacuation of the area and elimination of ignition sources.
- Oxygen readings below 19.5% require the use of air supplied respiratory protection

## **DECONTAMINATION**

Establish “Exclusion - Hot”, “Decontamination - Decon”, and “Support - Safe” zones as required. The establishment of these zones helps to prevent the removal of contaminants from the containment area and unauthorized entry into contaminated areas.

- Regardless of the decontamination facilities/operations available, all efforts to minimize personnel exposure should be taken.
- Decontamination facilities/operations should be positioned prior to employee/contractor entrance to areas where potential for exposure to contamination exists. The appropriate Safety Data Sheets (SDS) are available to aid health professionals treating the injured parties.
- Decontamination facilities/operations should be designed to prevent further contamination of the environment and should have a temporary storage area for items that will be reused in the contaminated area.
- Particular attention should be paid to personal hygiene prior to eating, drinking, or smoking.

## **WATER SAFETY (For Facilities/Operations with Protected Spills into Waterways)**

USCG approved personal flotation devices (PFDs) shall be worn during all operations conducted in boats or where the possibility exists of falling into the water. PFDs used during night operations should be equipped with reflective tape to assist in locating personnel in the water.

### **In the event that any person falls into the water:**

- Stop all operations immediately
- Throw person a lifesaving device
- If person cannot be safely pulled to shore, launch a boat
- Approach the person from downstream or downwind
- Shut off engine when close
- Use boarding ladder if possible (If no ladder is available, use area of lowest freeboard)
- Keep boat balanced
- Do not go into the water to help unless the person is unconscious
- Bring the person on board stomach to gunnel
- Take precaution against hypothermia

**During boom deployment operations the following safety practices should be considered:**

- Adequate communication between the boat operator and personnel at the boom storage site is recommended to allow the operator to be informed immediately of any problems that may cause injuries to personnel or damage to equipment.
- Stay clear of tow lines as they may exhibit a whipping action if they break. The tow line should be attached to the tow vessel in such a way that it can be cast loose if necessary. Always have a knife on board in the event that it becomes necessary to free the boom from the boat due to strong currents, entanglement, or other factors.
- When taking up slack on the tow line ensure that all personnel stay clear to avoid the potential of getting a limb tangled in the line. Never allow anyone to hold a tow line during boom deployment. **Avoid tying the tow line to an off-center cleat as it can cause steering difficulties or allow the vessel to take on water.**
- Pull the boom at a reasonable, steady speed. Excessive speed can exert undue strain on the vessel, boat, and boom.
- Ensure that the boat has sufficient power for existing currents, winds, and length of boom being towed.

**EMERGENCY MEDICAL TREATMENT**

On-site emergency medical response requires the same rapid assessment of the patient as any other situation, but requires the responders to be aware of other considerations that may affect the way they handle the patient. These considerations include the following:

- The potential for contamination of the patient, responders, and equipment should be addressed. Responders should arrange to treat all patients **AFTER** the injured party has been decontaminated according to the incident-specific Site Safety and Health Plan.
- Site personnel should make the initial assessment of the patient and determine the severity of the injury/illness.
- If the treatment needed is critical care or “life saving” treatment, rapid decontamination of the injured/ill party should be started. Refer to the Site Safety and Health Plan for steps to be taken in an “abbreviated” decontamination for medical treatment.
- **The need for full decontamination should be carefully weighed against the need for prompt medical treatment.**
- The ambulance responding to medical emergencies shall be contacted as soon as possible and instructed exactly where to respond when needed and the nature of the contaminant. Refer to the emergency notification/phone list for a list of available emergency services and phone numbers.

## **BITUMEN BURNS (If Applicable)**

### **Notes for guidance of First Aid and Medical personnel.**

All persons working with hot bitumen should be familiar with these recommendations in order to administer first aid to burn victims. This document should accompany the patient and be placed in a prominent position before transport to Doctor or Hospital.

**No attempt should be made to remove the bitumen in the field.**

### **First Aid**

When an accident has occurred the affected area should be cooled as quickly as possible to prevent the heat causing further damage. Bitumen has a high specific heat capacity and is also a good insulator. For these reasons the burn should be drenched in cold water for at least 5 minutes. However, body hypothermia must be avoided.

**No attempt should be made to remove the bitumen from the burned area.**

### **Further Treatment, First Aid and Medical Care**

The bitumen layer will be firmly attached to the skin and removal should not be attempted unless carried out at a medical facility under the supervision of a burn specialist. The cold bitumen will form a waterproof, sterile layer over the burn, which will prevent the burn from drying out. If the bitumen is removed from the wound there is the possibility that the skin will be damaged further, bringing with it the possibility of complications. Furthermore, by exposing a second-degree burn in order to treat it, there is the possibility that infection or drying out will make the wound deeper.

### **Second Degree Burns**

The bitumen should be left in place and covered with a Tulle dressing containing paraffin or a burn ointment containing paraffin, e.g. Flamazine (silver sulphadiazine). Such treatment will have the effect of softening the bitumen enabling it to be gently removed over a period of days. As a result of the natural re-epithelialisation of the wound any remaining bitumen will peel off in time.

### **Third Degree Burns**

Active removal of the bitumen should be avoided unless primary surgical treatment is being considered due to the location and depth of the wound. In such cases removal of the bitumen is best carried out in the operating theatre between the second and fifth day after the burn occurred. By the second day the capillary circulation has usually recovered and the bed of the wound is such that a specialist can assess the depth to which the burn has penetrated. There are normally no secondary problems such as infections to contend with before the sixth day. However, it is essential to commence treatment using paraffin-based substances from the day of the accident to facilitate removal during surgery.

### **Circumferential Burns**

Where hot bitumen completely encircles a limb or other body part, the burned tissue might swell under the cooled and hardened bitumen causing a tourniquet effect. In the event of this occurring, the bitumen should be softened as described above.

### **Eye Burns**

If hot bitumen has entered the eye, it should be flushed with water until the bitumen has cooled. No attempt should be made to remove the bitumen by unqualified personnel. The patient should be referred urgently for specialist medical assessment and treatment.

Eurobitume would like to acknowledge the contribution of Drs. M J Hoekatr and M H E Hermanns of the Burns Unit, Red Cross Hospital, Beverwijk, The Netherlands, in compiling this guide.

# **INITIAL SITE SAFETY AND HEALTH PLAN**

ICS 208 - Site Safety Plan			
Incident: <span style="border: 2px solid red; padding: 2px;"> </span>	Prepared by: <span style="border: 2px solid red; padding: 2px;"> </span>	at: <span style="border: 1px solid black; padding: 2px;"> </span>	
Period: <span style="border: 2px solid red; padding: 2px;"> </span>	Version Name: <span style="border: 1px solid black; padding: 2px;"> </span>		
Revision: <span style="border: 1px solid black; padding: 2px;"> </span>			
Applies To Site: <span style="border: 1px solid black; padding: 2px;"> </span>			
Products: <span style="border: 1px solid black; padding: 2px;"> </span> (Attach MSDS)			
<b>SITE CHARACTERIZATION</b>			
Water: <span style="border: 1px solid black; padding: 2px;"> </span>	Wave Direction: <span style="border: 1px solid black; padding: 2px;"> </span>		
Wave Height: <span style="border: 1px solid black; padding: 2px;"> </span>	Current Direction: <span style="border: 1px solid black; padding: 2px;"> </span>		
Current Speed: <span style="border: 1px solid black; padding: 2px;"> </span>	Use: <span style="border: 1px solid black; padding: 2px;"> </span>		
Land: <span style="border: 1px solid black; padding: 2px;"> </span>	Temp: <span style="border: 1px solid black; padding: 2px;"> </span>		
Weather: <span style="border: 1px solid black; padding: 2px;"> </span>	Wind Direction: <span style="border: 1px solid black; padding: 2px;"> </span>		
Wind Speed: <span style="border: 1px solid black; padding: 2px;"> </span>			
Pathways for Dispersion: <span style="border: 1px solid black; padding: 2px;"> </span>			
<b>Site Hazards</b>			
<input type="checkbox"/> Boat Safety	<input type="checkbox"/> Fire, explosion, in-situ burning	<input type="checkbox"/> Pump hose	
<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Heat stress	<input type="checkbox"/> Slips, trips, and falls	
<input type="checkbox"/> Cold Stress	<input type="checkbox"/> Helicopter operations	<input type="checkbox"/> Steam and hot water	
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Lifting	<input type="checkbox"/> Trenching/Excavation	
<input type="checkbox"/> Drum handling	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> UV Radiation	
<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Noise	<input type="checkbox"/> Visibility	
<input type="checkbox"/> Electrical operations	<input type="checkbox"/> Overhead/buried utilities	<input type="checkbox"/> Weather	
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plants/wildlife	<input type="checkbox"/> Work near water	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	<span style="border: 1px solid black; padding: 2px;"> </span>	
<b>Air Monitoring</b>			
%O <sub>2</sub> : <span style="border: 1px solid black; padding: 2px;"> </span>	%LEL: <span style="border: 1px solid black; padding: 2px;"> </span>	ppm Benzene: <span style="border: 1px solid black; padding: 2px;"> </span>	
ppm H <sub>2</sub> S: <span style="border: 1px solid black; padding: 2px;"> </span>	<input type="checkbox"/> Other (Specify): <span style="border: 1px solid black; padding: 2px;"> </span>		
<b>CONTROL MEASURES</b>			
<b>Engineering Controls</b>			
<input type="checkbox"/> Source of release secured	<input type="checkbox"/> Valve(s) closed	<input type="checkbox"/> Energy source locked/tagged out	
<input type="checkbox"/> Site secured	<input type="checkbox"/> Facility shut down	<input type="checkbox"/> Other <span style="border: 1px solid black; padding: 2px;"> </span>	
<b>Personal Protective Equipment</b>			
<input type="checkbox"/> Impervious suit	<input type="checkbox"/> Respirators		<input type="checkbox"/> Personal flotation
<input type="checkbox"/> Inner gloves	<input type="checkbox"/> Eye protection		<input type="checkbox"/> Boots
<input type="checkbox"/> Outer gloves	<input type="checkbox"/> Flame resistance clothing		<input type="checkbox"/> Other <span style="border: 1px solid black; padding: 2px;"> </span>
<input type="checkbox"/> Hard hats			
<b>Additional Control Measures</b>			
<input type="checkbox"/> Decontamination	<input type="checkbox"/> Stations established		
<input type="checkbox"/> Sanitation	<input type="checkbox"/> Facilities provided - OSHA 29 CFR 1910.120n		
<input type="checkbox"/> Illumination	<input type="checkbox"/> Facilities provided - OSHA 29 CFR 1910.120m		
<input type="checkbox"/> Medical Surveillance	<input type="checkbox"/> Provided - OSHA 29 CFR 1910.120fq		
<b>ICS 208 Site Safety Plan</b>			

ICS 208 - Site Safety Plan																											
Incident: <span style="border: 1px solid red; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		Prepared By: <span style="border: 1px solid red; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> at: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span>																									
Period: <span style="border: 1px solid red; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		Version Name: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>																									
<b>WORK PLAN</b> <div style="display: flex; flex-wrap: wrap; padding: 5px;"> <div style="width: 50%;"><input type="checkbox"/> Booming</div> <div style="width: 50%;"><input type="checkbox"/> Skimming</div> <div style="width: 50%;"><input type="checkbox"/> Vac trucks</div> <div style="width: 50%;"><input type="checkbox"/> Pumping</div> <div style="width: 50%;"><input type="checkbox"/> Excavation</div> <div style="width: 50%;"><input type="checkbox"/> Heavy equipment</div> <div style="width: 50%;"><input type="checkbox"/> Sorbent pads</div> <div style="width: 50%;"><input type="checkbox"/> Patching</div> <div style="width: 50%;"><input type="checkbox"/> Hot work</div> <div style="width: 50%;"><input type="checkbox"/> Appropriate permits used</div> <div style="width: 50%;"><input type="checkbox"/> Other</div> </div>																											
<b>TRAINING</b> <input type="checkbox"/> Verified site workers trained per OSHA 29 CFR 1920.120																											
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